

# Yolo Fire Protection District

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## California Public Records Act of 1968 Request and Response Policy

### Overview

The California Public Records Act of 1968 requires public agencies to make their records available to the public upon request. The following are guidelines for the Yolo Fire Protection District to support adherence to the act.

### Request for Records

A request for a specific record or records can be made by a member of the public to the Yolo FPD orally, in writing, or by email.

A written or emailed request is preferred to provide a record that Yolo FPD can use as a reference for the timing of the request and any response, as well as to provide a record of the documents being requested. The requester can choose to inspect the records at the office of the Yolo FPD, or obtain a copy of the record, or both. The records of the Yolo FPD are open to inspection during regular business hours, Monday – Friday, 8:00 a.m. – 5:00 p.m., with an appointment. If copies of records are requested, Yolo FPD may charge an amount that reflects the actual costs of duplication.

In lieu of providing inspection access to the office, it is at the discretion of Yolo FPD officials to post the requested public record on its website. If a member of the public requests a copy of the record due to their inability to access the website, a copy may be provided. The number of record inspectors present at any time is limited to 2 (two).

A public records request must reasonably describe an identifiable record. If a request is not clear, or overly broad, Yolo FPD will use reasonable efforts to assist the requester in clarifying the request.

A public records request need not state its purpose, or describe the intended use of the records sought. Yolo FPD will not provide records in a format that it does not use. A request can only be made for records existing at the time of the request.

### Response to The Request

Yolo FPD understands that time is critical in responding to a request for records. However, Yolo FPD also has many other responsibilities that it must balance with its duty to respond to records requests. Yolo FPD will respond within 10 calendar days to a request, and if possible, produce all responsive records with its initial response. If a request is made on a weekend or holiday, the next business day may be considered the date of receipt. If the 10<sup>th</sup>

day falls on a weekend or holiday, the next business day will be considered the deadline for responding to the request.

Yolo FPD reserves the right to extend the 10-day response period an additional 14 calendar days, only under certain circumstances:

- a) To search for and collect requested records from other sources other than our own.
- b) To search for and collect a voluminous amount of records demanded in a single request.
- c) To consult with another agency having a substantial interest in the request.
- d) Upon consent of the requester.

If Yolo FPD exercises its right to extend the 10-day deadline, it will do so in writing, providing an explanation for the extension and the anticipated date of response. The 14-day extension may be further extended as necessary.

### Types of Responses

If the search for requested records yields no record, the District will inform the requester in writing.

Upon location of a requested record, Yolo FPD may:

- a) Disclose the record.
- b) Withhold the record when the record presents complicated issues or affects third party rights, consistent with exemptions and privileges recognized in California law.
- c) Disclose the record in redacted form to remove any exempt or privileged information (if feasible).

Yolo FPD reserves the right to consult with legal counsel to determine if the record may be properly withheld or redacted. Yolo FPD will respond in writing to the requester if the district has no record, withholds it for reasons stated above, or redacts it. Yolo FPD will document that it supplied records to a requester.

### Fees

There will be no charge for looking at a record when no copies are sought. A minimal charge for copying records of \$15 per record will be charged for the copies and employee time. There will be no charge for searching for records. Payment must be made in advance. The Yolo FPD reserves the right to waive the fee.