

## Public Records Act Guidelines

These Guidelines implement the California Public Records Act (Government Code § 6250 et seq.) and reflect current statutory requirements and judicial interpretations.

### I. Policy Statement

It is the policy of Access Services that public records are open to inspection during regular office hours and that copies of identifiable public records shall be provided promptly upon request, unless exempt by law.

### II. Requests for Records

Requests may be submitted in writing by mail, email, fax, or in person. No requester shall be required to state a purpose for the request.

### III. Agency Response Time

Access Services shall determine within ten (10) days whether records are disclosable. In unusual circumstances, a single extension of up to fourteen (14) additional days may be invoked pursuant to Government Code § 6253(c).

### IV. Electronic Records

Electronic records shall be provided in the format requested if the record is ordinarily maintained in that format. Fees shall be limited to the direct cost of duplication or statutorily permitted data extraction.

### V. Exemptions

Records may be withheld only where an express statutory exemption applies or where, on the facts, the public interest served by withholding clearly outweighs the interest in disclosure (Gov. Code § 6255).

### VI. Fees

Fees shall be limited to direct duplication costs. Search, review, and redaction time shall not be charged, except as expressly permitted by statute.