

# CARPINTERIA SANITARY DISTRICT PUBLIC RECORDS POLICY

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The California Public Records Act (Government Code Section 6250 et seq.) provides California citizens with important rights to obtain access to records held by public agencies in the State. The purpose of this policy is to clarify the process by which the District will respond to requests for records under the Public Records Act.

1. All requests for District records shall be submitted to the Administrative Assistant on the Request for Public Records form.
2. The Administrative Assistant will respond to all requests as soon as possible, but not later than the ten day period, or extensions thereof, as provided by Government Code Section 6253.
  - a) The Administrative Assistant shall review the request and determine whether the request seeks identifiable records and, if not, the Administrative Assistant shall assist the person making the request to identify records and information that are responsive to the request or to the purpose of the request, if stated.
  - b) The Administrative Assistant shall respond to the person requesting records by notifying requestor of the availability of the documents and whether any of the documents are exempt from disclosure under the provisions of the Public Records Act. To the extent feasible, the Administrative Assistant will provide suggestions for overcoming any practical basis for denying access to the records or information sought in compliance with the Public Records Act. Due to staffing limitations, the Administrative Assistant may find it necessary to require appointments for inspection of large requests.
  - c) When a request is made for copies of records, the Administrative Assistant shall advise the requestor of the copying costs, the following fees will apply:
    - I. Photocopying costs in the amount of \$0.25 per page for standard reproduction of documents of a size 11 by 17 inches or less.
    - II. Actual costs for the reproduction of other oversized documents or the reproduction of documents requiring special processing.
    - III. When the District must compile electronic data, extract information from an electronic record, or undertake computer programming to satisfy a request, the District may require the requestor to bear the full and actual costs incurred by the District.
    - IV. Actual postage charges.
  - d) Pursuant to Government Code 6253 (b), no copies will be made until payment has been received in full by the District.
3. In accordance with the Public Records Act, the District will provide only specific identifiable records but will not research District records for particular types of information or analyze information which may be contained within public records.
4. The District will respond to requests for public records in accordance with the terms of the Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.

Office Hours for Public Records Request  
Monday – Friday 9:00 a.m. – 4:00 p.m.

5300 Sixth Street, Carpinteria, CA 93013 \*(805) 684-7214 / (805) 684-7213 (Fax) \* kileym@carpsan.com



# REQUEST FOR PUBLIC RECORDS

5300 Sixth Street ♦ Carpinteria, CA 93013  
 805-684-7214 ♦ 805-684-7213 fax  
 Email: [kileym@carpsan.com](mailto:kileym@carpsan.com) ♦ [www.carpsan.com](http://www.carpsan.com)

Date Stamp
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**Step 1** Please use the following form to identify each requested record or document. Please be as specific as possible (use dates, locations, names, etc.). Non-specific inquiries may prevent staff from undertaking your request and delay response.

**Requestor Contact Information:** *This information is optional and is only used to contact you if there are questions about your request or to advise you when your request is completed and ready for review.*

Requestor Name:	Date of Request:
Email (required for email response):	Phone No.:
Mailing Address (required for mail response):	

**Service Requested:** *Please specify:*

Review in Office (*no charge*)    
  Receive copies (*charges apply*)

**Record Information:** *Please fill in as many fields as possible.*

1. **Document Name:** \_\_\_\_\_

**Document Type** (Resolution, Contract, Staff Report, etc.): \_\_\_\_\_

**Document Date/Date/Range:** \_\_\_\_\_

**Other Information or description:** \_\_\_\_\_

\_\_\_\_\_

2. **Document Name:** \_\_\_\_\_

**Document Type** (Resolution, Contract, Staff Report, etc.): \_\_\_\_\_

**Document Date/Date/Range:** \_\_\_\_\_

**Other Information or description:** \_\_\_\_\_

\_\_\_\_\_

**Step 2** Submit this form to the Administration Office via Email as an attachment to [kileym@carpsan.com](mailto:kileym@carpsan.com); via Fax to 805-684-7213; or via mail to 5300 Sixth Street, Carpinteria, CA 93013.

**Step 3** Administration staff will determine if the District has documents responsive to this request and respond to you within ten (10) days of receiving this request. Staff will also inform you of any reproduction charges.

**Step 4** If you would like to review the original documents at the Administration Office, please contact staff to arrange a time to view the materials. If you would like to receive copies of the requested documents, you will be required to remit the appropriate reproduction fees at \$0.25 per page and postage costs, if any, to the Administration office in advance.

**OFFICIAL USE ONLY** Received via:  Walk-in  Mail  Telephone  Inter-department  E-mail  Other \_\_\_\_\_

Documents delivered via: US Mail: _____ Email: _____ Fax: _____ Picked Up: _____	Response Needed by:	Response Date:
	No. Pages:	Payment Amount:
	Date/Method of Payment:	
	Other Details, if any:	