

Hornbrook Community Services District

Special Meeting of January 24th, 2017

AGENDA SUPPORTING DATA

6. DISCUSSION AND ACTION ITEMS

- h. Adoption of a Resolution approving a Board policy on fulfilling Public Records Requests

Recommended Motion

Staff recommends the following motion:

I move to adopt a Resolution approving a Board policy on fulfilling Public Records Requests

Background

State law requires that the District make all public records, as defined, available for public inspection and copying. The law contains specific requirements regarding what is, and is not a public record, as well as the time schedule for District response to public records requests. District staff recommends that the Board adopt a policy to clearly direct staff, by describing the Board's expectations with regard to responses provided within the limitations of law.

Included with this agenda item is a draft public records response policy developed from a model provided by the California Special Districts Association and in place with many special Districts throughout the state.

The District's website will contain many of the documents normally requested of the District through this process. Staff's intention is to upload a vast reference library of important and timely public records to the website; which will save staff time and individual response effort.

FINANCIAL IMPACT:

Adoption of this policy will not result in additional cost or cost savings to the District.