

RESOLUTION NO. 11-01

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA YNEZ COMMUNITY SERVICES DISTRICT
ADOPTING POLICY AND PROCEDURES FOR THE
INSPECTION AND COPYING OF PUBLIC RECORDS**

WHEREAS, the Santa Ynez Community Services District is a local public agency; and

WHEREAS, the California Public Records Act, section 6250 et seq. of the Government Code, requires that local agencies permit the public to inspect or copy public records of the agency; and

WHEREAS, section 6253.4(a) of the Government Code permits local agencies to adopt regulations stating the procedures to be followed when making its records available for inspection or copying; and

WHEREAS, section 6253(e) of the Government Code permits local agencies to adopt requirements for itself that allow for faster, more efficient, or greater access to records than prescribed by the minimum standards; and

WHEREAS, the District wishes to assist any person requesting information regarding the District's discloseable records.

NOW, THEREFORE, the Board of Directors of the District hereby approves the following Policy and Procedures for the Inspection and Copying of Public Records:

- A. Every person has the right to inspect any public record of the District which is not exempt from such disclosure under the Public Records Act or state law.
- B. The public records of the District are open for inspection at all times during the regular office hours, which are 8:30 am to 5:00 pm (except between the hours of noon and 1:30 pm), Monday through Friday (except for holidays). The District recommends calling for an appointment.
- C. If only inspection of records is requested, the District will provide an area for inspection, and will require that a District employee attend the inspection of records.
- D. Once a request is made, the District has ten (10) days to reply to the requester with a determination as to whether it has discloseable records which comply with the request. In unusual circumstances, this time limit may be extended by written notice by the District's General Manager.

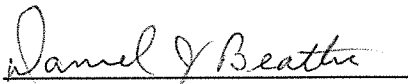
- E. If the records are exempt from disclosure, the District will inform the requesting party of the general basis for withholding records from disclosure.
- F. The General Manager and/or the District's Attorney will determine if the records are discloseable.
- G. It is the District's practice to produce records that are deemed subject to disclosure to the requester as soon as is reasonably practicable.
- H. Any person who wants to inspect or copy public records of the District may be asked to submit a written request for the public records to be inspected or copied on a request form (Exhibit "A") provided by the District. The inspection or copy request shall describe an identifiable record.
- I. The requesting party will be contacted when the requested records are available.
- J. Where copies are made in-house by District staff, copies will be charged \$.10 per page, if the page is not larger than 8-1/2 inches by 14 inches. If an outside copy service is used, the charge will be the amount charged by such copy service. Records will not be copied until a deposit has been received.
- K. There is no charge for inspection of records, except as provided in Section L, below.
- L. Where a record is in electronic format, the requester shall bear the cost of producing a copy of the record, including the cost to construct a record, and the cost of programming and computer services necessary to produce a copy of the record, if (i) the record is one that is produced only at otherwise regularly scheduled intervals, or (ii) the request would require data compilation, extraction, or programming to produce the record.

PASSED AND ADOPTED this 16th day of March, 2011 by the following vote of the Board of Directors of the Santa Ynez Community Services District:


AYES: Maler, Moehle, Seymour, Higgins, Beattie

NOES:

ABSENT:


Daniel Beattie, President

ATTEST:


Michelle McIntosh, Board Secretary