

**PUBLIC RECORDS ACT
ANSWERS TO FREQUENTLY ASKED QUESTIONS**

SELMA KINGSBURG-FOWLER COUNTY SANITATION DISTRICT

The California Public Records Act, Government Code, requires the Selma Kingsburg-Fowler County Sanitation District (SKF) to make public records available for inspection or copying. The following answers to Frequently Asked Question are posted for the public's convenience.

1. WHEN MAY PUBLIC RECORDS BE INSPECTED?

Public records maintained by SKF shall be available for inspection and copying during the regular business hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, except for state and federal holidays.

2. HOW MAY THE PUBLIC OBTAIN ACCESS TO A PUBLIC RECORD?

Members of the public may call SKF or stop by SKF, to request public records. For convenience you may click at the bottom of the Answers and complete the Public Records Form. While you are not required to complete the form, it may help us respond to your request in a more timely and accurate manner. Requests should be focused and specific and reasonably describe identifiable records (Gov. Code Sec. 6253). If the request requires clarification, SKF staff will assist you in making a focused and effective request.

The requestor then submits the Request for Public Records to the Administrative Services/Human Resources Manager.

3. HOW SOON CAN THE PUBLIC EXPECT A RESPONSE TO THEIR REQUEST?

Generally, you should be able to obtain records right away. Per Government Code Section 6253 (c), you must be notified within ten (10) days whether your request seeks copies of disclosable public records in the possession of this agency. SKF will provide the copies or the inspection of records at the earliest opportunity.

SKF may invoke a 14-working day extension of time to determine whether to comply with your request if there is a need to:

- a. Search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
- b. Search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request
- c. Consult with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein, which shall be conducted with all practicable speed
- d. Compile data, to write programming language or a computer program, or to construct a computer report to extract data

Physical Inspection of the records will be permitted in the SKF's office.

4. IS THERE A CHARGE FOR THIS SERVICE?

Pursuant to SKF, the following charges will be assessed \$.05 for each page. *Payment must be made prior to production of copies.*

5. ARE THERE RECORDS THAT MAY NOT BE DISCLOSED?

As authorized by law, SKF may refuse to disclose certain categories of records which are confidential and generally not subject to disclosure under the Public Records Act (Gov. Code §6254-6255). These include, but are not limited to:

- a. preliminary drafts of certain documents that are not retained by SKF in the ordinary course of business
- b. records related to pending litigation
- c. attorney-client communications
- d. personnel records, medical information, or other similar records the disclosure of which would constitute an unwarranted invasion of personal privacy
- e. corporate financial and proprietary information, including trade secrets
- f. confidential personal information on an application, i.e. home address and telephone number, financial information
- g. architectural site plans that contain a copy-righted architectural seal
- h. names and addresses on customer service complaints
- i. materials relating to ongoing complaints and investigations
- j. records protected by State or Federal law



Date Stamp _____
Received By: _____

**SELMA-KINGSBURG-FOWLER COUNTY
SANITATION DISTRICT
REQUEST FOR PUBLIC RECORDS**

The Selma-Kingsburg-Fowler County Sanitation District is committed to providing prompt, courteous access to Public Records. All requests for documents will be reviewed within 24 hours and responded to within 10 days in compliance with the California Public Records Act.

This Request is: To View or a Copy of the records described as:

#1

#2

#3

NOTE #1: You must describe the requested records in sufficient detail to allow the District to identify the record sought. Staff is available to assist you to clarify your request.

NOTE #2: The copy cost is five cents per page and must be paid prior to the making of copies.

You may VOLUNTARILY PROVIDE the following information. (TO BE USED BY THE DISTRICT TO CONTACT YOU WHEN REQUESTED RECORD IS AVAILABLE)

Name of Requestor

Email

Address

Telephone

SPACE BELOW FOR DISTRICT STAFF USE ONLY

STAFF NOTES: (contact w/ requester – phone, letter, email, etc.)

Staff Hrs Required per person (list)

Staff Position _____ Amt of Time _____

Staff Position _____ Amt of Time _____

Staff Position _____ Amt of Time _____

Date Record Available _____ **Date Request Complete** _____