



WEST SIDE HEALTH CARE DISTRICT
Policy and Procedures

CATEGORY: Administration		Page 1 of 1
POLICY: Public Records Acts		POLICY NUMBER: 19
EFFECTIVE DATE: October 26, 2017	REVIEW DATE: 10/26/2017, 10/25/18, 3/28/19, 3/25/21	REFERENCE

- 19.1** Request for public records shall be subject to the California Public Record Act (California Government Code Sections 6250 et seq.) and shall be handled according to the provisions of that act.
- 19.2** The District may charge a reasonable fee for copying records provided for the requesting party. The charge will be twenty-five cents (.25) per page for normal size pages and shall be adjusted for odd-sized pages or copies that require special handling. The Administrative staff may waive the charge for incidental copies, not exceeding 10 pages that require minimal handling. There shall be no charge for copies of documents provided as part of a public meeting.
- 19.3** If the request is expected to involve a significant amount of copies and effort, District staff may make an estimate of the cost. District staff may then ask the requesting party to confirm that the proposed charge and delivery time are acceptable and to signify acceptance in a reasonable manner (written approval, email, etc.). District staff may require a deposit of the estimated cost before making copies. Once the requesting has agreed to the estimated cost and delivery date, District staff will have the copies made and will deliver the copies when full payment is received in the District office.
- 19.4** If a person requests to inspect certain documents, District staff will provide such an opportunity with a reasonable period of time after the request. The document inspection may, at District staffs discretion, be conducted under the supervision of a District employee and/or District Board member. No documents may be removed, copied, or tampered with in any way, without the District staff's permission. All copying request will follow the procedures outlined in policies 19.1, 19.2 and 19.2.