

RESOLUTION NO. 96-575

A RESOLUTION OF THE
BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
A: ESTABLISHING A PUBLIC RECORDS POLICY; AND
B: ESTABLISHING FEES FOR DUPLICATION

WHEREAS, California Legislature has enacted Government Code § 6250 et seq., the Public Records Act, to provide individuals with access to information concerning the conduct of the business of government; and

WHEREAS, the NIPOMO COMMUNITY SERVICES DISTRICT ("DISTRICT") is a "local agency" within the meaning of Government Code § 6252; and

WHEREAS, the DISTRICT desires to establish a Public Records Policy to inform the public of DISTRICT's obligations under the Public Records Act; and

WHEREAS, Government Code § 6257 authorizes the DISTRICT to recover its costs of duplication; and

WHEREAS, this matter was properly placed on the agenda for DISTRICT consideration pursuant to the Ralph M. Brown Act; and

WHEREAS, based upon the facts and analysis presented by staff and on public testimony received, the Board of Directors of DISTRICT finds:

A. That the above recitals are true and correct; and

B. That the proposed policy for inspection of public records and duplication fees are reasonable and consistent with the California Public Records Act (Government Code § 6250 et seq.);

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED AS FOLLOWS:

That the Board of Directors of the DISTRICT does approve:

1. The DISTRICT policy for inspection of public records.
(Attachment A)

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2. The duplication fee of \$1.50 for the first page and \$.20 for each page thereafter for processing public record requests at the DISTRICT's office.

3. The processing of requests of large public records will be completed utilizing a commercial photocopier company. The fee will be determined by the direct duplication costs, mileage, and overhead.

4. The fee of \$15.00 per tape for duplication of magnetic tape recordings of DISTRICT meetings.


PASSED AND ADOPTED by the Board of Directors of the Nipomo Community Services District this 17th day of April, 1996, on the following roll call vote:

AYES: Directors Mendoza, Blair, Fairbanks and Small


NOES: None

ABSENT: Director Simon

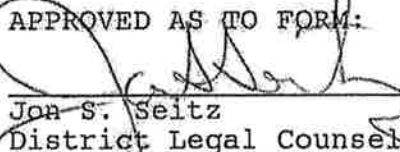
ABSTAIN: None



Steven A. Small, President
Nipomo Community Services District

ATTEST:


Donna K. Johnson
Secretary to the Board

APPROVED AS TO FORM:


Jon S. Seitz
District Legal Counsel

EXHIBIT "A"

NIPOMO COMMUNITY SERVICES DISTRICT

INSPECTION OF PUBLIC RECORDS

All public records of the Nipomo Community Services District which are subject to disclosure under the California Public Records Act (Government Code Section 6250 et seq.) are available for inspection by the public at the place where the record is located during the District's normal business hours. Certain District records are confidential and by statute may not be released to the public. These records include personnel records, attorney client privileged documents, certain police records, trade secrets, initiative and referenda petitions and similar records. The California Public Records Act further defines those records that are confidential.

Any person who wishes to inspect a public record may request that record at the public counter in the department or from the District clerk. The record must be identified by a brief and specific description of the record and, where appropriate, an approximate date. No records may be removed from the District offices.

The District will make copies of records, upon request and upon payment of the copying fees established by the District. Copies of records will be made as soon as possible. There may be a delay in obtaining copies based on the availability of staff and copy equipment or the volume of copies requested. Copies will be provided within ten days after receipt of the request, unless an extension of time is required, as provided by the California Public Records Act.

The District may temporarily deny or restrict inspection of public records if:

1. Other members of the public are waiting to inspect the records.
2. An unusual amount of time is required to locate the records.
3. The records are, at the particular time, required by staff to perform their duties, provided that arrangements will be made to permit the public to review the records at the earliest possible time.
4. The records must be reviewed to ascertain whether the records, or portions of the records, are confidential, as defined by the Public Records Act.