



McKinleyville Community Services District
1656 Sutter Road
PO Box 2037
McKinleyville CA 95519
Phone (707)839-3251 Fax (707)839-8456

Guidelines for Access to Public Records

Public records maintained by the McKinleyville Community Services District (MCSD) are available for inspection or copying by the public during regular business hours of the District. All requests should be directed to the Board Secretary in order to facilitate timely processing of your request.

The request should be **focused** so that the records can be identified and located with reasonable effort. MCSD staff is available to help the requestor identify the records that are responsive to the request or to the purpose of the request. MCSD may withhold any records that are exempt from disclosure under the California Government Code. If the request requires MCSD's review of numerous records, a mutually agreeable time should be established for the inspection or copying of the records.

Audio recordings of the monthly Board meetings are available for review at the following link: <https://www.youtube.com/user/MckCSD> or from the MCSD website at: mckinleyvillecsd.com/minutes. Click on the "Link to Audio of prior meetings" on the Board Meetings page.

Copies of the public records that are not exempt from disclosure are available upon prepayment of fees covering the direct cost of duplication. The requestor may also choose to bring his or her own copier, or arrange for a bonded copy service to make copies at MCSD's office.

Persons inspecting MCSD's public records shall not destroy, mutilate, deface, alter or remove any such records from MCSD's office. MCSD reserves the right to have its staff present during inspection of public records, or take other precautions, in order to prevent the loss or destruction of records.

For assistance, there is a copy of the Public Records Act Request form following this document. You may use this form to submit your request. You may also download a PDF copy of the Pocket Guide to the California Public Records Act from the following link: <http://www.thefirstamendment.org/capra.html>.

As a reminder, all requests should be directed to the Board Secretary.

PUBLIC RECORDS ACT REQUEST

Date _____

In accordance with Government Code Section 6250 through 6270 of the California Public Records act, I am requesting inspection and copies of the following documents:

For requests that require minimal copies (less than 5, letter-size, B&W pages) there will not typically be any copying charge. For requests requiring copies greater than 5 pages, the District will arrange for a bonded copying service to make copies of the records. The direct cost of making these copies will be charged to the requestor. Attached is a schedule of charges from a local business that has agreed to do bonded copy service for MCSD. The District will require a deposit before having a bonded copy service make copies.

Reproduction costs are specifically authorized by statute. (California Government Code § 6253(b)). Also, if the request requires the District to review voluminous records, and segregate, extract and compile data to produce a record, the costs for extraction and compilation, as well as programming and computer services necessary to produce such a record, must be paid by the requesting party. (Government Code § 6253.9(b)(2)."

Generally attorney-client discussions are confidential including where a government agency is the client, and only the government agency is entitled to waive the privilege (California Government Code §§ 6254(k), 6254.25, 6276.04.) Furthermore, personnel files and personnel information is generally exempt from disclosure where it may reveal intimate private details regarding an individual's employment. (Government Code § 6254(c)). Other documents that are exempt from public disclosure are described in Government Code Section 6254, including but not limited to personnel files, attorney/client communications, preliminary drafts, pending litigation or claims.

Name: _____

Organization: _____

Address: _____

Phone: _____

Fax: _____

E-Mail: _____

STAFF USE ONLY

Date Request Received: _____

Method Request Received: _____

Forward for Legal Review: (YES) (NO) _____

Date: _____

Follow-up action date: _____

Action: _____

Follow-up action date: _____

Action: _____

Estimated Cost: _____

Amt. Of Deposit (if required): _____

Total Cost: _____

Refund/Additional Payment: _____

Date Request Completed: _____

By: _____

DUPLICATING SERVICES FEES

Below are the current charges from a local business that has agreed to do bonded copy service for the McKinleyville Community Services District:

Single Sided Copies on 20# Bond White paper 8.5 X 11	1-99	10¢ each
	After 99	04¢ each
Double Sided Copies on 20# Bond White paper 8.5 X 11	1-99	17¢ each sheet
	After 99	08¢ each sheet
Single Sided Copies on 20# Bond White paper 8.5 X 14	1-99	10¢ each
	After 99	05¢ each
Double Sided Copies on 20# Bond White paper 8.5 X 14	1-99	18¢ each sheet
	After 99	09¢ each sheet
Single Sided Copies on 20# Bond White paper 11 X 17	1-99	15¢ each
	After 99	09¢ each
Double Sided Copies on 20# Bond White paper 11 X 17	1-99	30¢ each sheet
	After 99	17¢ each sheet
Single Sided Color Copies on 28# bright white 8.5 X 11		89¢ each
Single Sided Color Copies on 28# bright white 8.5 X 14		99¢ each
Single Sided Color Copies on 28# bright white 11 X 17		\$1.75 each

Copy DVD to DVD: \$10 per copy plus cost of \$1.59 for DVD

Transportation Charges: \$5.00 for pickup and delivery of work per job.