

# WEST POINT FIRE PROTECTION DISTRICT

## Public Records Request Policy

Appendix D

### ***Purpose:***

To establish District policy and guidelines concerning accessibility of West Point Fire Protection District (District) records.

### ***Background:***

Section 6253 of the Government Code provides that every person has a right to inspect any public record except those specifically exempted by law. "Public record" is defined by law to include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District regardless of physical form or characteristics.

### ***Policy:***

Records of the District are open to inspection at all times during normal office hours at the District's headquarters located at 195 Spink Road, West Point, CA, 95255. Every person has the right to inspect any District record except those records exempted by statute from public disclosure.

### ***Procedure:***

- 1 Records may be requested orally, in person at 195 Spink Road, West Point, CA 95255, or in writing by mail at PO Box 315, West Point, CA 95255 or by email at [info@westpointfpdca.gov](mailto:info@westpointfpdca.gov).
- 2 Requests must be reasonably clear to assist the District in locating the request. The Fire Chief, to the extent reasonable, will assist the individual in identifying records that are responsive, describe the information technology in which the record exists, and provide suggestions for overcoming any practical basis for denying access to the record.
- 3 A public records request need not state its purpose or describe the intended use of the records sought. The District will not provide records in a format that it does not use. A request can only be made for records existing at the time of the request.
- 4 Upon receipt of a Public Records Request, the District will respond within 10 calendar days. If a request is made on a weekend or holiday, the next business day may be considered the date of receipt. If the 10th day falls on a weekend or holiday, the next business day will be considered the deadline for responding to the request. The District reserves the right to extend the 10-day response period an additional 14 calendar days under certain circumstances including searching for records from other sources, large record requests, consultation with another agency, or with requester consent.
- 5 The District shall respond to the records request by disclosing the record, indicating the place for inspection, disclosing redacted records where necessary, supervising inspection, or providing copies after payment of appropriate fees.
- 6 The District may temporarily deny or restrict inspection if records are in use by staff, other persons are inspecting them, they must be retrieved from storage, supervision is unavailable, or legal review is required.

- 7 Any notification of denial of any request for records shall set forth the name and title or position of the District personnel responsible for the denial.

***Fees:***

A request for a copy of an identifiable public record, for information produced from such a record, or for a certified copy must be accompanied by payment of the appropriate fee as determined by District staff based on cost to the District. Fees may be modified from time to time to reflect actual costs.

***Records Not Open for Inspection:***

- Personnel, medical, or similar files for employees
- Test questions and scoring keys for employment exams
- Preliminary drafts of documents not retained by the District
- Records pertaining to pending litigation
- Records where the public interest served by not making the record public clearly outweighs the public interest served by disclosure

Adopted: September 20, 2023

West Point Fire Protection District Board of Directors