



<i>Policy</i>	<i>Policy Number</i>	<i>Date Adopted</i>	<i>Date Revised</i>
PUBLIC RECORDS INFORMATION REQUEST	TBD	8/13/14	4/8/2015, 5/13/15

**Purpose**

On occasion, the Beaumont-Cherry Valley Recreation and Park District (“District”) receives requests for copies of non-privileged documents prepared or maintained by the District. This policy is intended to guide the District’s compliance with such requests pursuant to the terms of the California Public Records Act. (Cal. Govt. Code §§ 6250-6270.) District policy favors transparency and production of documents that are not privileged. However, in most cases the District should be reimbursed for costs incurred in complying with such requests.

**Policy**

At all times the District will comply with the terms of the California Public Records Act, located at California Government Code, sections 6250 through 6270. The District shall not require the name of the person requesting or picking up the requested document(s). Fees shall be charged as indicated in Exhibit A for reproduction of documents and for the preparation of other information.

- The party requesting production can make the request for records in writing by completing the Districts Public Document Request form. Exhibit B.
- Informal written or verbal requests will be considered so long as the request is clear and understood by District staff. In such case, the staff receiving the request shall complete a District Public Document Request form on behalf of the party requesting production.
- All written public records requests are date stamped upon receipt.
- Within ten (10) days of receipt, the District will inform the party requesting production of the following:
  - The request is being returned for further identification of requested documents:
  - The request is being reviewed for a determination of which documents are public record or exempt from privilege:
  - That documents will be produced and the date the documents will be available for pick up: or
  - That a deposit of monies to cover fees is necessary prior to the provision of documents.

All fees must be paid in full prior to the documents being prepared. We accept check, cash or debit/credit. If paying by check, the request will not be completed until we have verified the check has cleared the financial institutions. If paying by debit/credit card, additional transaction fees will apply.

In order to reduce costs the public may request an appointment to view the requested documents.at no charge. Set up and listening to an audio is not available.

\*If the requestor chooses to have copies electronically stored to a flash drive, the District will provide documents at the same rates as noted above. The requestor must differentiate what documents they want provided in paper/electronic format. Any documents that do not exist in a final electronic version will be available in paper format only. The District will not accept flash drives from the public.

If the requester does not sign for the documents, employees shall indicate the date and time the documents were given/mailed. A second witness should verify if possible and both shall sign.



**EXHIBIT A**

**SCHEDULE A**

*Photocopies	Per Page 8 ½ x 11	\$ .25
	Per Page 8 ½ x 14	\$ .30
	Per Page 8 ½ x 17	\$ .35
Duplicating of Audio recording Flash drive will be provided by District	Per Recording	\$25.00
Search Time for Inactive Records	Per Hour	\$35.00
Preparation of Verbatim Transcript, In-house	Per Hour	\$25.00
Litigation Costs		
A. Research of Records	Per Hour	\$35.00
B. Duplication of Record	Per Page	\$ .25
C. Verbatim Transcript, In house	Per Hour	\$25.00
D. Verbatim Transcript, Outside Preparation		Market Rate
E. Additional Legal Expenses For Research and Preparation		Market Rate
Mail Delivery	Per Package	\$10.00 Plus Additional Postal Fees
Fees for Credit/Debit Card Payments	Per Transaction	\$ 3.00 Plus Additional Transaction Fees

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EXHIBIT B

Beaumont Cherry Valley Recreation & Park District  
390 W. Oak Valley Parkway  
Beaumont, Ca. 92223  
(951) 845-9555

Date:

**PUBLIC DOCUMENT REQUEST**

I, \_\_\_\_\_ representing \_\_\_\_\_

hereby request public records pursuant to the California Public Records Act, California Government Code.  
Sections 6250 through 6270:

Document(s) / item(s) requested. Please be specific. Request will be returned if additional identifying information is needed.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

*USE ADDITIONAL PAGE, IF NECESSARY*

Within ten (10) days the District will respond to your requests. There is a fee for reproduction of the requested items, and you agree to pay the fee before the District makes copies. See schedule A for fees. Upon verification of payment, the relevant documents will be prepared. The District will inform you when the items are available for pick up. Any additional fees will be due at time of pick up. Any excess funds collected will be returned to the requesting party with their documents.

Requested by: \_\_\_\_\_ (signature)  
*Although signature is not required, the District requests a signature.*

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Do Not Write Below This Line**

Estimated Fee Amount: \_\_\_\_\_

Payment(s) Received: \_\_\_\_\_ Date \_\_\_\_\_ Receipt # \_\_\_\_\_

Document(s) Picked up \_\_\_\_\_ Document(s) Mailed \_\_\_\_\_ Date \_\_\_\_\_, By: \_\_\_\_\_

Picked up by \_\_\_\_\_ (signature)  
*Although signature is not required, the District requests a signature.*

Additional Notes: