

**TRIUNFO SANITATION DISTRICT**

**RESOLUTION NO. T14-005**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TRIUNFO SANITATION DISTRICT ADOPTING A POLICY  
RELATED TO HANDLING PUBLIC RECORDS ACT REQUESTS**

**WHEREAS**, the California Public Records Act (Government Code Section 7920.000 et. seq.) was enacted to ensure public access to public records; and

**WHEREAS**, the Triunfo Sanitation District wishes to establish a policy related to handling Public Records Act requests.

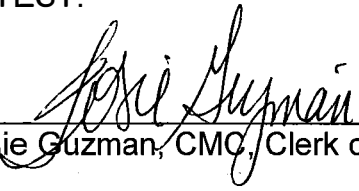
**NOW, THEREFORE, BE IT RESOLVED**, that the Triunfo Sanitation District Board of Directors hereby adopts a policy related to handling Public Records Act requests.

**PASSED, APPROVED, AND ADOPTED** this 19 day of May, 2014.

TRIUNFO SANITATION DISTRICT

  
\_\_\_\_\_  
STEVEN ICELAND, CHAIR

ATTEST:

  
\_\_\_\_\_  
Josie Guzman, CMC, Clerk of the Board

## TRIUNFO SANITATION DISTRICT PUBLIC RECORDS ACT REQUEST POLICY

The California Public Records Act (Government Code Section 7920.000 et. seq.) was enacted by the State Legislature to provide that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in the State. The Triunfo Sanitation District ("District") has prepared the following policy concerning accessibility to District records.

Members of the public may gain access to public record in two ways – inspecting the record at the District Administration Office or obtaining a copy from the District. Public Records of the District are open to inspection at all times during business hours of the District. Original public records shall not be removed from the District Administration Office.

**Inspection:** To facilitate the inspection of public records, specific information regarding the records requested is needed. Specific information includes the subject matter involved, the inclusive dates within which the records were created, and the names of persons involved, if any. The District is only required to disclose existing records.

To ensure the integrity of the original records of the District, a member of the District's staff shall remain in the room where the records are being inspected.

**Copies:** Requests may be completed in writing and given to the District Clerk of the Board for researching and copying. A "Public Records Request" form is available at the District's Administration Office and on our website: [trunfowsd.com](http://trunfowsd.com). Request for records may also be made by letter or email. Before copies are made, the District Clerk of the Board will inform the person making the request of the cost for copies as outlined in the District's adopted fee schedule.

Upon a request for copies of an identifiable public record, District staff shall endeavor to promptly provide the copy upon payment of the fee. Nevertheless, staff in all cases shall have up to ten (10) days after receipt of the request to determine whether to comply with the request and, if not, shall, within such period, notify the person, in writing, making the request for such determination and the reasons therefor. As defined in Government Code Section 7922.535(b), extension of time for determination in unusual circumstances; (in part, reads) *In unusual circumstances, the time limit prescribed in this section may be extended by written notice by the head of the agency or his or her designee to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would result in an extension for more than 14 days.*

**Audio Recordings:** Copies of audio recordings, subject to District's retention policy, will be made by District personnel upon request and prepayment of the costs of the materials.

**Exemption of Particular Records:** Certain documents are exempt from disclosure as provided in Government Code Section 7922.000. Whenever the District asserts that a requested document is exempt from disclosure, the District shall justify the claimed exemption by providing a written statement citing either the specific exemption involved or those facts that indicate the public is best served by claiming the exemption.

The Public Records Act, Government Code Section 7920.000 et. seq., provides judicial relief for persons seeking to enforce their right to inspect public records.

Pursuant to the Government Code, "Public Records" including any writings containing information prepared, owned, used, or retained by the District and relating to the conduct of the public's business.

"Writing" for purposes of public access may be handwriting, typewriting, printing, photostats, photograph, and every other means of recording upon any form of communication or representation, including letters, words, pictures, or any combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, and other documents.

A requester who asks for electronic versions of documents should be provided with such documents if they are held in an electronic format. The District is not required to create an electronic version of a document.

