

# CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

## PUBLIC RECORDS REQUEST POLICY

September 20, 2018

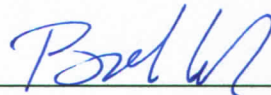
It will be the policy of the board of directors to revise this statement by changes, additions, or deletions at any time it is felt necessary, so long as it is decided by simple majority vote in a regular meeting of the board.

The RCD shall respond to a public records request for RCD documents within 10 days from receipt of the request. (Government Code section 6253 (c)). The time may be extended, in unusual circumstances, by no more than 14 days through written notice from the president or designee of the RCD to the requesting party.

Unusual circumstances include a request that requires an extended search, the records requested are voluminous, or the request requires consultation with another agency.

The RCD shall state the estimated date and time when the records will be made available, either by photocopying or inspection at the RCD office during normal business hours. A minimum fee of \$0.15/page will be applied by the RCD for cost of photocopying.

Public requests for NRCS documents will be referred to the NRCS representative.



Bob Dean, President

Board of Directors

Calaveras County Resource Conservation District