

Sacramento City USD

Exhibit

Access To District Records

E 1340

Community Relations

PROCEDURES FOR PROCESSING REQUESTS FOR PUBLIC RECORDS

Request Forms

All requests must be in writing and will be processed by the Communications Office. A request for Public Records form is available in the Communications Office.

Time to Respond to Public Records Act Requests

Within 10 days from the receipt of a written request, the district must respond by denying or granting all requests. If the request is denied or denied in part, the district's designee will fill out the response form stating the reason. If the request is granted, the actual duplication of documents should be completed within a reasonable period of time depending on the volume of the request (not necessarily within 10 days from the date of the request).

Time to respond to Brown Act Requests

Within 10 days from the receipt of the request, the district should respond by denying or granting all requests. The actual duplication of documents should be completed within a reasonable period of time depending on the volume of the request (Not necessarily within 10 days from the date of the request). Documents which are clearly disclosable such as contracts, agreements and settlements which are final and announced out of closed session should be provided without delay to the requestor.

Reviewing Requests

If the documents clearly do not contain material which is subject to exemption, the documents will be made available for inspection. If documents contain information which is clearly exempted, that portion of the document will be deleted and the remainder of the information will be made available. If an entire document is clearly not disclosable, a response form will be sent indicating a denial with reasons for the denial. If the district designee is not sure about a request, he/she should contact legal counsel as soon as possible so that a response can be issued within the 10-day time frame.

Request for Inspection

If the request is appropriate, the district will allow inspection during regular business hours.

Request for Photocopying

The person making the request will be informed of any charges for direct costs of duplication. Departments producing documents in volume for which they anticipate public requests will produce 10 additional copies of each document, to be made available at no charge, on a first-come, first-served basis. Those copies will be available for 30 days.

Standing Requests

Individual or organizations may schedule regular appointments to review disclosable documents. The district designee must allow time to review the requested documents for privileged matter prior to the appointment. The release of disclosable documents should not be delayed for more than 10 days.

Exhibit SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
version: June 11, 2002 Sacramento, California