

**California Association for Park and Recreation Indemnity  
Public Records Act Request Policy  
Approved November 30, 2022**

**I. Introduction**

The purpose of this document is to identify the policies and procedures regarding a Public Records Act (“PRA”) Request.

The response to PRA Request(s) policies and practices of California Association for Park and Recreation Indemnity ("CAPRI") are based on California Government Code Sections 6250-6270. All requests will be handled in accordance with the CAPRI’s PRA Request Policy, and California Government Code Sections 6250-6270.

**II. Scope**

It is intended that this policy apply to all PRA Requests received by CAPRI and clarifies, for the public, the process by which CAPRI will respond to a request under the PRA.

**III. Background**

In 1968, the California Legislature enacted the California Public Records Act (PRA) under Government Code sections 6250-6270. The purpose of the Act is to give the public access to information that enables them to monitor the functioning of their government. The PRA’s fundamental precept is that governmental records shall be disclosed to the public, upon request, unless there is a legal basis not to do so.

The rights of access are not unlimited and do not extend to records that are exempt from disclosure. The PRA expressly states or references other laws that are the sources of legal authority permitting records to be withheld.

**IV. PRA Request**

All requests for public records shall identify the specific records desired to be inspected or copied. The request shall reasonably describe an identifiable record or records to the extent possible.

The request may be made during regular office hours, excluding holidays, but the right to demand to see a record immediately is not required. The response time for the agency to respond is governed specifically in the act.

**V. Responding to PRA Request**

Prompt access to public records is required by the PRA. However, CAPRI has 10 days to respond to the request, either providing the information, or may provide a detailed explanation as to what information may be released or what cannot because it is protected by law (Government Code 6256 and 6256.1). As soon as a determination is made, the requestor will receive a response as to the status, cost, and/or time frame as some records may need to be released incrementally due to size and extent.

The rights under the PRA provide for the inspection of public records or to obtain copies of identifiable records. It does not compel the agency to create lists or reports in response to the request. CAPRI shall not be required to create a record that does not exist.

Inspection of public records shall be made only in CAPRI's office, at a date and time agreed upon in advance by both parties, and no document shall be removed therefrom. A representative of CAPRI will be present during the inspection of any records.

Note: Freedom of Information Act (FOIA) requests apply only to federal agencies. CAPRI is a local government agency and so it is not subject to such requests.

**VI. Duplication Cost**

Once CAPRI has located the disclosable public records which will be produced pursuant to a public records request, CAPRI shall notify the requesting party that the documents are ready and will be provided upon payment of the costs associated with duplicating the records, which is twenty cents per page. CAPRI shall not be required to expend staff time for conversion of documents to electronic format. This fee is deemed sufficient to reimburse CAPRI for the direct costs of duplication. The additional charge of postage for any required mailing is the responsibility of the requesting party and must be included with duplication costs.

Any fees collected for duplicating records under this Policy shall be received, accounted for and deposited in accordance with established financial procedures.

**VII. What is not a Public Record**

Records that are exempt from public disclosure may not be inspected or copied. Examples of records that are exempt from public disclosure are preliminary drafts, records pertaining to litigation and legal advice, personnel or medical files (the disclosure of which would amount to an unwarranted invasion of privacy), and information provided by CAPRI on a confidential basis. Some of the records exempt from public inspection are set forth in sections 6253.5, 6254, and 6254.3 of the Government Code.