

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

Topic: Request for Public Records	
Subject: Internal Policies	Revised: August 2004
CSC Rule: n/a	Approval: _____
Location: P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\INTERNAL POLICIES\Request for Public Records.doc	Date: _____
	Note: Original signed copy on file in Personnel Department.

In enacting the California Public Records Act (Government Code '6250), the State Legislature declared that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state.

"Public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

According to Government Code '6254, nothing in the Public Records Act shall be construed to require San Luis Obispo County Personnel Department disclosure of records that are any of the following:

- *Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.*
- *Test questions, scoring keys, and other examination data used to administer an examination for employment.*
- *Records the disclosure of which is exempt or prohibited pursuant to provisions of federal or state law.*

Any person may receive a copy of any identifiable public record or copy thereof. Upon request, an exact copy shall be provided unless impracticable to do so. Computer data will be provided in a form determined by the County of San Luis Obispo.

According to Government Code '6253, upon a request for a copy of records, a determination shall be made by the Personnel Department within 10 days after receipt of such request whether to comply with the request. The Personnel Department will immediately notify the person making the request of that determination and the reasons therefore. In unusual circumstances the time limit may be extended by written notice of the Personnel Director setting forth the reasons for the extension and the date on which a determination is expected to be made. This extension will not exceed an additional 14 days.

The County of San Luis Obispo, upon request for a copy of records, shall demand payment of a fee or deposit covering the direct costs of duplication, or a statutory fee, if applicable. The Board of Supervisors has adopted the following fee schedule:

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Photocopies
Research rate

\$ 0.10 per page
\$ 57.00 per hour/Para-Professional Staff

For requests that have an estimated cost of ten dollars (\$10) or more, a fifty-percent (50%) deposit will be required prior to commencing the record research and/or any photocopying. The completed request for a public record will be furnished upon payment of the balance of the actual cost of providing the record. A detailed cost analysis will be furnished with the completed request for public information.

SAN LUIS OBISPO COUNTY PERSONNEL DEPARTMENT
REQUEST FOR PUBLIC RECORDS

1. Under the California Public Records Act (Government Code '6250), I hereby request the following Public Record (**please be very specific as the information will be furnished as requested.**)

It is understood that by requesting this Public Record, the Applicant acknowledges that the County of San Luis Obispo shall demand payment of a fee or deposit that will cover the direct costs of duplication or a statutory fee, if applicable. For requests that have an estimated cost of ten dollars (\$10) or more, County shall demand a fifty-percent (50%) deposit prior to commencing the record research and/or any photocopying. It is further understood that the completed request for a Public Record will be furnished upon payment of the balance of the required fee.

Date

Signature of Applicant

Applicant's Name (Please print)

Applicant's Phone Number

Applicant's Address, City, State, Zip Code

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San Luis Obispo County

ESTIMATED COSTS *Office use only:*

a. Photocopying

___ pages x \$0.10 per page = _____

Total estimated cost (a) + (b) = _____

Approved by: _____

b. Research Hours

___ hours x \$57.00 per hour = _____

Required deposit: _____

Date: _____

2. It is understood that the above estimate is furnished to the Applicant for informational purposes and that it may vary. It is the responsibility of the Applicant to assume the actual full cost for completion of this request. After review of the estimated costs for the production of the Public Record identified in Section 1 above, I, the Applicant, hereby authorize the commencing of the record research and/or any photocopying.

Date

Applicant's Signature

<p>For Civil Service Commission or Special Disability Benefits Committee matters authorization from County (Commission/Committee) Counsel is required.</p> <p><input type="checkbox"/> County Counsel notified and confirmed authorization to provide request.</p> <p><input type="checkbox"/> County Counsel notified, request denied. Reason: _____ _____</p>
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Approval: Personnel Director

Date