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|  | Children and Families Commission for San Bernardino County Policy | Number 02-01 |
| | | Effective 3.11.02 |
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| Requests for Public Information | | Approved:  Bill Postmus, Chair |

Policy

It is the policy of the Children and Families Commission for San Bernardino County that requests for public information shall be responded to in an expeditious and responsive manner in accordance with the California Public Records Act.

Rationale

The California Public Records Act (California Government code 6250-6260) enables the public to have access to, and demand copies of, non-confidential public information including that information stored on computer files. The Act defines the type of information that must be made available upon request and that which is confidential and may not be released.

Procedure

Any request for public information will be administered in the following manner:

- Organizations or persons requesting information from the Children and Families Commission for San Bernardino County must submit a request, preferably in writing via letter or e-mail message, which reasonably describes an identifiable record or records.
- All requests will be immediately directed to the manager of the service area responsible for the requested records or files.
- All requests for disclosable public records will be fulfilled within ten days of receipt by the Commission. If the request cannot be fulfilled within the time limit, the service area manager will provide the requesting agency or person with an explanation and the estimated date and time when the records will be made available.
- If it is determined that the records requested are exempt from disclosure, the service area manager will notify the requesting agency or person as to the reason within ten days of receipt of the request by the Commission.
- Once the request has been approved, the service area manager will follow through by the agreed-upon deadline and requester will pay any fees attached to the provision of the materials.
- Any reasonable reproduction/copying fee may be charged to the requestor. Payment of such fees shall be made in advance.