

## EXHIBIT A

### PUBLIC RECORDS ACT REQUEST POLICY

1. The California Public Records Act (Government Code Section 6250 et seq.) provides California citizens with important rights to obtain access to records held by public agencies in the State. The purpose of this policy is to clarify for the public, attorneys, insurance adjusters, and private investigators, the process by which San Miguel Community Services District (the "District") will respond to requests for records under the Public Records Act. In addition, the District seeks to establish a clear procedure for responding to Public Records Act requests to ensure that the District processes all requests fairly, consistently and in a time-sensitive manner.
2. The District prefers that all requests for public records be in writing via the Public Records Request form, unless the request is to review an agenda or agenda reports of the Board of Directors. Oral requests may require further clarification or a response to questions from the District to clarify the request.
3. The Board Clerk will provide the initial response to all requests as soon as possible, but not later than the ten-day period, or extensions thereof, as provided by Government Code section 7922.535. In accordance with the Public Records Act, this initial response will indicate whether the District has any disclosable records in response to the request. The following steps will be taken to make this determination:
  1. The Board Clerk shall review the request and determine whether the request seeks identifiable records and, if not, the Board Clerk shall so advise the person making the request.
  2. The Board Clerk shall request all District Departments which may have the records being requested to search their files and report back to the Board Clerk on whether the Department has the records and, if so, when the records can be made available to the person seeking them.
  3. The Board Clerk shall respond to the person requesting records by advising him or her in writing of the availability of the documents and whether disclosure of any of the documents is exempt under the provisions of the Public Records Act.
4. After the initial response from the District and if disclosable documents are identified, the person requesting such documents may either inspect the documents at the District office or request a physical or digital copy of such documents. Original District records must remain in the custody of the District in order to protect the integrity and ensure accessibility. If a request is made for copies of the documents, the Board Clerk shall also advise the person requesting copies of the estimated time to compile the documents and, if physical copies are requested, the costs of copying the documents.
5. The person requesting the physical copies shall pay the per page charge for copying as set forth by Resolution 2023-06 of the District Board for all copies requested. The Board Clerk shall not make the requested copies until a deposit in the amount of the estimated costs of copying is

received and shall not release the copies until the full cost of copying is paid to the District in the form of cash, check, or money order. Fees for copies are as follows:

- |  |                                 |
|--|---------------------------------|
| <b>A. Document Copies (Up to 8.5 x 14)</b> | <b><u>\$ 0.31</u> /per page</b> |
| <b>B. Document Copies (11 X 17)</b>        | <b><u>\$ 0.39</u> /per page</b> |
| <b>C. Document Copies (Larger 11 X 17)</b> | <b><u>\$ 2.00</u> /per page</b> |

6. In accordance with the Public Records Act, the District will provide only specific identifiable records but will not research District records for particular information or analyze information which may be contained within any public records. The District is not required to create a document or record that does not exist. The District will exercise reasonable efforts to locate requested documents normally kept by the District.
7. The process for requesting electronic records is the same as for requesting public records in hard copy. When a requestor requests records in an electronic format, if technically feasible, the Board Clerk will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the District and is generally commercially available or in a format that is reasonably translatable from the format in which the District keeps the record. Making an electronic copy of an electronic record is not “creating” a new record; instead, it is similar to copying a paper copy. In addition, eliminating a field of an electronic record can be a method of redaction; it is similar to redacting portions of a paper record using a black pen to make it available for inspection or copying.
8. The District will respond to requests for public records in accordance with the terms of the California Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.

***(PUBLIC RECORDS REQUEST FORM ON NEXT PAGE)***

# SAN MIGUEL COMMUNITY SERVICES DISTRICT

1765 Bonita Place SAN MIGUEL, CA 93451  
 (805) 467-3388 FAX (805) 467-9212 info@sanmiguelcsd.org

## PUBLIC RECORDS REQUEST FORM (Resolution 2023-01)

The California Public Records Act (the "Act") was enacted to ensure public access to public records. You may request copies of specific information or materials and the District will provide this information, or an explanation of why it cannot be disclosed, as soon as possible consistent with the Act.

When submitting your request, please be as specific as possible (i.e., provide dates of reports or actions, resolution and ordinance numbers, etc.)

Copy charge: **All records will be sent electronically unless otherwise requested.**

1. Document Copies (Up to 8.5 x 14) \_\_\_\_\_ \$0.31/per page
2. Document Copies (11 X 17) \_\_\_\_\_ \$0.39/per page
3. Document Copies (Larger 11 X 17) \_\_\_\_\_ \$2.00/per page

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

| DOCUMENTS REQUESTED                   |   |
|---------------------------------------|---|
| SPECIFIC NAME / DATE OF DOCUMENT      | TYPE OF DOCUMENT<br>(resolution, ordinance, report, etc.) |
|                                       |   |
|                                       |   |
|                                       |   |
|                                       |   |
|                                       |   |
| Signature of Requestor:               | Date:   |
| <b>AREA BELOW FOR OFFICE USE ONLY</b> |   |
| Date Received:                        | Date of Response:   |
| Estimated Cost _____                  |   |