



Stamp Date Received

Please forward to City Clerk's Office

PUBLIC RECORDS REQUEST

The City of Dinuba has adopted the following policy statement in compliance with California Government Code Section 6253.

Any person may receive a copy of an identifiable public record not otherwise protected from public disclosure. Upon request, and subject to the appropriate fee, an exact copy shall be provided unless impracticable to do so. Computer and/or electronic data shall be provided in an appropriate form determined by the affected department. It shall be determined by the City Clerk within 10 days after the receipt of such a request whether it is possible to comply and shall notify the requestor of such determination and the reason therefore.

A fee of \$.10 per page will be charged for copies of public documents. Other media may be charged per direct cost.

Date: _____ Name: _____

Mailing Address: _____ Phone: _____

Record(s) Requested (**be specific, i.e. title, type, approximate date, etc.**):

Complete and print the request, then submit to info@dinuba.ca.gov or mail to 405 E. El Monte Way.

Received by: _____ Date: _____ Completed: _____

Copy Charge: \$ _____ Paper Copy _____ Electronic Copy _____

Copies provided via: Mail _____ Fax _____ E-mail _____ Review _____

Additional Information: _____

CALIFORNIA PUBLIC RECORDS ACT REQUEST GUIDELINES FOR THE CITY OF DINUBA

Any person may request public records. It does not matter who you are or why you want them. Similarly, the California Constitution guarantees that the "writings of public officials and agencies shall be open to public scrutiny" and requires that exemptions to access be "narrowly construed." As such, this office is cognizant of the City's responsibilities under the California Public Records Act (CPRA) and that the statutory scheme was enacted to maximize citizen access to the workings of government.

Although you are not required to submit a request in writing under the law, written requests both streamline the response process and ensure that the correct records are provided. Accordingly, you should direct your request to the City Clerk's Office for proper routing to the specific City department, office or agency you believe has the desired records (a list of all City departments and contact information can be found at www.dinuba.ca.gov). Keep in mind that the City of Dinuba has approximately 200 full-time and seasonal employees. The CPRA recognizes that it would be impractical for one agency to be held responsible for controlling the records of any other agency, let alone the entire City. With this in mind, the City Clerk's Office will be used as the initial point for Public Records Act requests to ensure the appropriate and desired information is provided in a timely manner to the requestor.

Generally, the City has 10 calendar days to respond to a request for records. The response need only state which responsive documents will be made available, and which records, if any, will not be produced, citing specific exemptions. On certain occasions, the desired information may take an additional 14 calendar days to be produced if "unusual circumstances" exist with respect to the request (the need to search for records from field facilities; the need to search for a voluminous amount of records; the need to consult with another agency; or the need to compile data, to write programming language or a computer program, or to construct a computer report to extract data). The requested documents can either be made available with this initial response or within a reasonable time thereafter.

The City is not required to respond to requests for information, nor is it required to create new documents that otherwise would not exist simply to respond to a request. In certain instances, documents that exist are nevertheless withheld because certain statutory exemptions apply. By providing specific exemptions to disclosure, the CPRA recognizes the public's right to access balances against such important considerations as the right of privacy and laws relating to legal privilege. Accordingly, personnel records, attorney work product, and certain law enforcement documents are just some of the records that are exempt from production under the CPRA.

If you make a request for identifiable public records you will be given the opportunity to inspect identifiable AND available non-exempt public records during normal business hours free of charge. To ensure that your requested documents are ready and available, it helps if you plan ahead by making an appointment. If you would like

personal copies of any requested documents, those document copies will be provided at a cost of ten cents per page. The CPRA allows the City to request payment for copies in advance (checks should be made payable to the "City of Dinuba").