

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Requests for Public Documents

POLICY NUMBER: 2440 **Adopted:** June 25, 2013 **Amended:** February 6, 2024

Former Number: 1050

REFERENCES: California Public Records Act (Gov Code 7920.000 et seq.), Gov Code 54957.5 (c)

Section 2440.01 Purpose

Handling public requests for documentation to clarify the importance of public knowledge of district activity.

Section 2440.02 Requests for Documents

All requests shall be provided in writing and filed accordingly. Staff shall date/time stamp requests as received. Emailed requests shall be printed and hard copy filed accordingly.

Individuals requesting copies of public documents shall be charged a reasonable fee based upon the California Public Records Act (Gov Code 7920.00 et seq.) for the cost to produce the copy to defray expenses associated with the copying process. The documents shall be submitted electronically when most convenient, deterring the cost to the public and District. For file requests which are too large for email or other digital transmission methods - only an unopened flash drive will be accepted. This is the preferred method of document transfer whenever possible.

Section 2440.03 Meeting Materials

Copies of the agendas, agenda packets, and other writings (except for privileged or exempt public records) distributed to the Board of Directors during open Board meetings, which were prepared by the District or a member of the Board, shall be made available to the public at the meeting. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Additional copies must be made if necessary to meet demand. Individuals requesting hard copies of such documents prior to the Board meeting will be charged per Government Code 7920.000 et seq. which is currently \$.10 per page however subject to increase based on code changes. The copy charge may be levied at Board meetings for copies of documents if more are requested in addition to those normally prepared for the public at Board meetings.

Section 2440.04

In addition to the foregoing, all public documents presented at any Board meetings not otherwise posted previously shall be posted on the District's Website within one (1) day of the Board's receipt of documents.

Requests for Public Documents

Section 2440.05

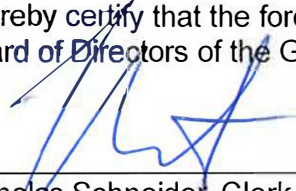
All public records requests must be responded to within 10 days, consistent with the California Public Records Act requirements that a determination must be made within 10 days. In the event that the District will not be able to complete the response within 10 days, a response to the requester must be made within 14 days thereafter. Non-exempt documents must be produced as soon as possible thereafter, within a reasonable time frame.

Section 2440.06

Non-compliance under the California PRA and this Policy, with respect to any public request for documents, will not be tolerated by the District. The General Manager is ultimately responsible for all responses to Public records requests, delegated or not.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 2440 amended by the Board of Directors of the Georgetown Divide Public Utility District on February 6, 2024.



Nicholas Schneider, Clerk, and Ex-Officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT