

**Exhibit “B”  
Public Records Request Policy**

**SAN MIGUEL COMMUNITY SERVICES DISTRICT (SMCSD)**

**PUBLIC RECORDS REQUEST POLICY**

1. SMCSD will respond to requests for public records in accordance with the California Public Records Act (“CPRA”, Government Code Section 6250 et seq.) Nothing in this Policy is intended to conflict with, or shall be interpreted as conflicting with, the CPRA.
2. The attached Public Records Request Form should be completed by the requestor for review and consideration by the SMCSD staff.
3. Information is available in SMCSD office during regular business hours - Monday – Thursday from 8:30 a.m. to 4:30 p.m.
4. Requests must be for records in SMCSD’s possession. Requests must reasonably describe identifiable records or else processing may be delayed for further clarification.
5. The District Staff can assist you in identifying records and information that are responsive to your request or to the purpose of your request.
6. If your request is to inspect records rather than receive copies, an appointment will be arranged for you once the records are gathered. Original SMCSD records must remain in the custody of SMCSD in order to protect their integrity and ensure accessibility.
7. SMCSD generally will notify you within 10 days of receiving your request whether the requested records are available. If your request seeks copies of such records, you also will be notified of the estimated duplication cost and/or the amount of any applicable statutory fee.
8. SMCSD will produce any existing records in its possession responsive to your request that are not exempt from disclosure. You will be contacted once the information requested is available.
9. Fees for copies are in accordance with Board Resolution No. XXXX are as follows:

<b>A. Document Copies (8.5 x 11)</b>	<b>\$0.20/per page</b>
<b>B. Document Copies (8.5 x 14) and larger</b>	<b>\$0.25/per page</b>

# SAN MIGUEL COMMUNITY SERVICES DISTRICT

1150 MISSION STREET  
POST OFFICE BOX 180 SAN MIGUEL, CA 93451  
(805) 467-3388 FAX (805) 467-9212 Email address

## PUBLIC RECORDS REQUEST FORM

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:

1. Document Copies (8.5 x 11) \_\_\_\_\_ \$0.20/per page
2. Document Copies (8.5 x 14) and larger \_\_\_\_\_ \$0.25/per page

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

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