

PROCEDURE FOR ACCESS TO PUBLIC RECORDS

California Government Code Section 6253 specifies that every person has the right to inspect public records maintained by any state agency. The following are the guidelines for access to public records maintained by the Santa Monica Mountains Conservancy (SMMC).

Definitions

Public records of the SMMC include all records relating to the public's business that are classified as public records under the California Public Records Act (Government Code Section 6250 *et seq.*). Public records of the SMMC do not include any writings specifically exempted by the California Public Records Act, and any writings not specifically exempted by the California Public Records Act but as to which the SMMC has determined that the public interest served by not making the record public clearly outweighs the public interest by disclosure.

Policy and Procedures

All public records of the SMMC are open to inspection by the public during the normal business hours of the office where the records are located.

Any person may request to inspect records kept at the SMMC offices. Any such request shall be made in writing and shall be directed to the Board Secretary of the SMMC at 5750 Ramirez Canyon Road, Malibu, California, 90265, facsimile number 310-589-3207, or to Staff Counsel of the SMMC at 570 West Avenue 26, Suite 100, Los Angeles, California 90065, facsimile number 323-221-9001. The request shall describe the record(s) with enough specificity so that it (they) can be found by a SMMC employee familiar with the records. At a minimum the request shall contain a brief and specific description and an approximate date of the requested record(s).

To the extent that physical accommodations reasonably permit, a convenient place for inspection the records will be provided. Records may not be removed from the custody of the SMMC. In addition, no records may be altered. The SMMC may temporarily end inspection or restrict inspection of public records under any of the following circumstances:

1. The records are, at the particular time, required by staff of the SMMC or other State Officials and would reasonably interfere with the discharge of their duties or performance of their functions.
2. The record or file is involved in pending litigation.
3. Public records must be examined in the presence, or under the supervision of SMMC personnel. However, the SMMC may not have sufficient personnel to supervise the

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inspection of records at the particular time requested. In such event, the records will be made available for inspection at the earliest possible time convenient for the requester.

4. An unusual amount of time will be required to locate the records requested.

Charges and Fees

The requester may obtain a specific identifiable public record that is subject to disclosure. However, the SMMC cannot provide copies of large or voluminous numbers of records.

Copies of a public record or records may be obtained by submitting a request with the same information required by a request to inspect records, together with a check for the fee established by the SMMC for the costs of duplication, or prescribed statutory fee if applicable, as prescribed by section 6257 of the Government Code. Whenever the request specifies that the copy or copies be mailed, costs of mailing the copy or copies by first class mail shall be added to the fee.

Where no other fee is applicable, the fee for reproducing by photocopy or other electronic means is the actual cost to the SMMC or twenty-five cents (\$0.25) per page up to 8 ½ x 14 inches in size. Each side of a card or paper is considered a separate sheet for the cost and fee computation purposes. The fee for certification of each copy is one dollar (\$1.00). The fee for sending copies by facsimile is an additional five cents (\$0.05) per page. The fee for duplication of a compact disc is one dollar (\$1.00) per disc.

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