

McKinleyville Community Services District  
1656 Sutter Road  
P.O. Box 2037  
McKinleyville, CA 95519  
Phone (707) 839-3251 FAX (707) 839-8456

### **Guidelines for Access to Public Records**

Public records maintained by the McKinleyville Community Services District (MCSD) are available for inspection or copying by the public during regular business hours of the District. All requests should be directed to the Board Secretary in order to facilitate timely processing of your request.

The request should be focused so that the records can be identified and located with reasonable effort. MCSD staff is available to help the requester identify the records that are responsive to the request or to the purpose of the request. MCSD may withhold any records that are exempt from disclosure under the California Public Records Act. If the request requires MCSD's review of numerous records, a mutually agreeable time should be established for the inspection or copying of the records.

Copies of the public records that are not exempt from disclosure are available upon the pre-payment of fees covering the direct costs of duplication. The requester may also choose to bring his or her own copier, or arrange for a bonded copying service to make copies at MCSD's office.

Persons inspecting MCSD's public records shall not destroy, mutilate, deface, alter or remove any such records from MCSD's office. MCSD reserves the right to have its staff present during the inspection of public records, or take other precautions, in order to prevent the loss or destruction of records.

For your assistance, there is a copy of the Public Records Act Request form following this document. You may use this form to submit your request.

As a reminder all requests should be directed to the Board Secretary.

**PUBLIC RECORDS ACT REQUEST**

Date \_\_\_\_\_

In accordance with Government Code Section 6250 through 6270 of the California Public Records Act, I am requesting inspection and copies of the following documents:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For requests that require minimal copies (less than 5, letter-size, B&W pages) there will not typically be any copying charge. For requests requiring copies greater than 5 pages, the District will arrange for a bonded copying service to make copies of the records. The direct cost of making these copies will be charged to the requestor. Attached is a schedule of charges from a local business that has agreed to do bonded copy service for MCSD. The District will require a deposit before having a bonded copy service make copies.

Reproduction costs are specifically authorized by statute. (California Government Code § 6253(b)). Also, if the request requires the District to review voluminous records, and segregate, extract and compile data to produce a record, the costs for extraction and compilation, as well as programming and computer services necessary to produce such a record, must be paid by the requesting party. (Government Code § 6253.9(b)(2)).

Generally attorney-client discussions are confidential including where a government agency is the client, and only the government agency is entitled to waive the privilege (California Government Code §§ 6254(k), 6254.25, 6276.04). Furthermore, personnel files and personnel information is generally exempt from disclosure where it may reveal intimate private details regarding an individual's employment. (Government Code § 6254(c)). Other documents that are exempt from public disclosure are described in Government Code Section 6254, including but not limited to personnel files, attorney/client communications, preliminary drafts, pending litigation or claims.

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**STAFF USE ONLY**

Date Request Received: \_\_\_\_\_ Method Request Received: \_\_\_\_\_  
Forward for Legal Review: (YES) (NO) \_\_\_\_\_ Date: \_\_\_\_\_  
Follow-up Action Date: \_\_\_\_\_ Action \_\_\_\_\_  
Follow-up Action Date: \_\_\_\_\_ Action \_\_\_\_\_  
Estimated Cost: \_\_\_\_\_ Amt. Of Deposit (if required) \_\_\_\_\_  
Total Cost: \_\_\_\_\_ Refund/Additional Payment \_\_\_\_\_  
Date Request Completed: \_\_\_\_\_ By \_\_\_\_\_



**McKinleyville Office Supply**  
**1928 Central Avenue**  
**McKinleyville, CA 95519**  
**(707)839-4317 FAX: (707) 839-5206**  
**mckofficesupply@sbcglobal.net**

Sharon Dennison, Secretary  
 McKinleyville Community Services District  
 P.O. Box 2037  
 McKinleyville, CA 95519

December 9, 2009

Re: Copy Duplicating Services

Dear Sharon,

McKinleyville Office Supply would be happy to take over any copy work you would deem necessary or superfluous. Our rates are as follows:

|  |          |                |
|--|----------|----------------|
| Single Sided Copies on 20# Bond White paper 8.5 X 11   | 1-99     | 10¢ each       |
|  | After 99 | 04¢ each       |
| Double Sided Copies on 20# Bond White paper 8.5 X 11   | 1-99     | 17¢ each sheet |
|  | After 99 | 08¢ each sheet |
| Single Sided Copies on 20# Bond White paper 8.5 X 14   | 1-99     | 10¢ each       |
|  | After 99 | 05¢ each       |
| Double Sided Copies on 20# Bond White paper 8.5 X 14   | 1-99     | 18¢ each sheet |
|  | After 99 | 09¢ each sheet |
| Single Sided Copies on 20# Bond White paper 11 X 17    | 1-99     | 15¢ each       |
|  | After 99 | 09¢ each       |
| Double Sided Copies on 20# Bond White paper 11 X 17    | 1-99     | 30¢ each sheet |
|  | After 99 | 17¢ each sheet |
| Single Sided Color Copies on 28# bright white 8.5 X 11 |          | 89¢ each       |
| Single Sided Color Copies on 28# bright white 8.5 X 14 |          | 99¢ each       |
| Single Sided Color Copies on 28# bright white 11 X 17  |          | \$1.75 each    |

Copy DVD to DVD \$10.00 per copy plus cost of \$1.59 for DVD

Transportation Charges: \$5.00 for pickup and delivery of work per job

I look forward to taking care of your copying needs. Please feel free to call me anytime if you have any questions.

Best regards,  
 J. Paul Trepanier, Proprietor  
 McKinleyville Office Supply