



CITY of CALABASAS

The California Public Records Act (Government Code Section 6250 et seq.) provides California citizens with important rights to obtain access to records held by public agencies in the State. In recent years the City of Calabasas has experienced a substantial growth in the volume of requests for public records and the staff time required to respond to such requests. The purpose of this policy is to clarify the process by which the City will respond to requests for records under the Public Records Act.

1. All requests for public records shall be submitted to the City Clerk in writing on a form prescribed by the City Clerk, unless the request is to review an agenda or agenda reports of the City Council or the Municipal Code, which are available in the City Clerk's Office, Calabasas Library or on the City of Calabasas website at [www.cityofcalabasas.com](http://www.cityofcalabasas.com).
2. The City Clerk will respond to all requests as soon as possible, but not later than the ten-day period, or extensions thereof, as provided by Government Code Section 6253.
  - a. The City Clerk shall review the request and determine whether the request seeks identifiable records and, if not, the City Clerk shall assist the person making the request to identify records and information that are responsive to the request or to the purpose of the request, if stated.
  - b. The City Clerk shall request all City Departments which may have the records requested to search their files and report back to the City Clerk on whether the Department has the records and, if so, when the records can be made available to the person seeking them.
  - c. The City Clerk shall respond to the person requesting records by advising him or her in writing of the availability of the documents and whether any of the documents are exempt from disclosure under the provisions of the Public Records Act. To the extent feasible, the City Clerk will provide suggestions for overcoming any practical basis for denying access to the records or information sought in compliance with the Public Records Act. Due to staffing limitations, the City Clerk may find it necessary to require appointments for inspection of large requests.
  - d. If a request is made for copies of the records, the City Clerk shall also advise the person requesting copies of the estimated costs of copying the records requested.
  - e. The person requesting the copies shall pay the per page charge for copying as set forth by resolution of the City Council for all copies requested. In the case where oversized plans and/or reports are to be copied by an outside copy service, the requestor will be responsible for paying the amount charged by the copy service. Plans that were prepared by a licensed architect or engineer cannot be duplicated without the written authorization of that licensed professional and property owner. If plan copies are requested, forms will be sent by the City Clerk to the licensed professional and property owner to obtain those approvals.
3. In accordance with the Public Records Act, the City will provide only specific identifiable records but will not research City records for particular types of information or analyze information which may be contained within public records.
4. The City will respond to requests for public records in accordance with the terms of the Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.