



FORT ORD REUSE AUTHORITY

PROCEDURE AND GUIDELINES FOR ACCESS TO PUBLIC RECORDS

The California Public Records Act, Government Code §6250 requires the Fort Ord Reuse Authority (FORA) to make public records available upon request. FORA is pleased to assist you in your request for public records/information. Public records maintained by FORA are available for inspection by members of the public pursuant to the following guidelines and procedures:

WHEN MAY THE PUBLIC INSPECT PUBLIC RECORDS?

Disclosable public records in FORA's custody will be available for inspection during normal business hours (8:00 am – 5:00 pm, Monday through Friday). If the request seeks inspection of numerous records, we will agree on a mutually agreeable time for the inspection.

HOW MAY THE PUBLIC OBTAIN ACCESS TO A PUBLIC RECORD?

The FORA **Public Records Request Form** must be filled out by the Requestor. Requests should be sufficiently specific and focused to enable identification, location, and retrieval of the public records sought. If a request is not specific and focused, FORA staff will:

1. Assist the requestor in identifying public records responsive to the request or to the purpose of the request.
2. Describe the electronic or physical location in which the public records exist.
3. Provide suggestions for overcoming any practical barriers to disclosure of the public records sought.

FORA does not supplement responses to previous requests when new records are created or received. A separate request must be submitted each time records are sought. Modification to a previous request will be treated as a new request.

The requestor is expected to submit the Request for Public Records to the Administrative Coordinator.

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

HOW SOON CAN THE PUBLIC EXPECT A RESPONSE TO THEIR REQUEST?

Government Code §6253(c), entitles you to be notified within ten (10) days whether FORA possesses any disclosable public records that respond to your request. If FORA has custody of such records, we will tell you in writing when to expect them to be made available.

In unusual circumstances the ten day response letter may tell you that FORA requires a fourteen (14) day extension to:

1. Search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.
2. Search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.
3. Consult with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein, which shall be conducted with all practicable speed.
4. Compile data, to write programming language or a computer program, or to construct a computer report to extract data.

IS THERE A CHARGE FOR THIS SERVICE?

The following charges will be collected upon pick-up of the requested materials:

- \$.20/page for 8 ½ x 11
- \$.50/page for 8 ½ x 14 and 11 x 17
- Large (over 50 pages) or bound documents will be sent out for reproduction. The customer will be charged for the cost of reproduction plus 10%
- \$5.00 per CD

ARE THERE RECORDS THAT MAY NOT BE DISCLOSED?

FORA may refuse to disclose certain categories of records which are confidential and generally not subject to disclosure under the Public Records Act (Gov. Code §6254-6255). These include, but are not limited to:

1. Preliminary drafts of certain documents that are not retained by FORA in the ordinary course of business
2. Records related to pending litigation
3. Attorney-client communications
4. Personnel records, medical information, or other similar records the disclosure of which would constitute an unwarranted invasion of personal privacy
5. Corporate financial and proprietary information, including trade secrets
6. Confidential personal information on an application, i.e. home address and telephone number, financial information
7. Information relative to a juvenile on a Police Report
8. Architectural site plans that contain a copy-righted architectural seal
9. Names and addresses on customer service and code complaints
10. Initiative, referendum or recall petitions are unless by court order
11. Candidate statements prior to the close of a nomination period
12. Identities of those requesting bilingual ballots or ballot pamphlets
13. Materials relating to ongoing complaints and investigations
14. Records protected by State or Federal law.

REQUEST FOR:

Please select document medium and method of delivery:

PAPER COPIES:

- MAIL
- PICK-UP
- FAX

ELECTRONIC COPIES

- EMAIL
- CD

DOCUMENT INSPECTION ONLY

REQUESTOR NAME: _____

ADDRESS: _____

_____ **PHONE #:** _____

EMAIL: _____ **FAX #:** _____

PLEASE INDICATE THE PREFERRED METHOD OF CONTACT: EMAIL PHONE

TO SUBMIT THIS FORM:

Via Mail:

Please print this form and mail it to the following address:

Fort Ord Reuse Authority
920 2nd Avenue, Suite A
Marina, CA 93933

Via Fax:

Please print this form and fax it to (831) 883-3675

Via Email:

Click the **Submit by Email** button below. A window will appear, providing the option to send the completed form via your desktop email application (i.e. Outlook, Mail, Eudora) or your internet email account. If you select the option to submit the form via your desktop email application, a new email will automatically be opened and the form will appear as an attachment. If you choose to submit the form via your internet email account, then you will be directed to save the completed form on your computer. You will need to then manually attach the saved form to a new email message.

All emails should be sent to the Deputy Clerk: dominique@fora.org