

<h1>POLICY MANUAL</h1>	Date Adopted: April 12, 2017
Classification: BOARD OF DIRECTORS	Date Last Amended:
Subject: Public Records Act	Approved By:

**I. Background:**

The California Public Records Act, codified in California Government Code Section 6250 *et seq.*, as amended (“CPRA”), generally provides the public access to the records of public agencies. As such, members of the public may upon request inspect or receive copies of disclosable public records.

**II. Purpose:**

The purpose of this Policy is to insure that the public has access to information concerning the conduct of the people’s business. This is a fundamental and necessary right of every person in this State, and requires public records to be available to the public upon request.

**III. Policy:**

The Fresno Metropolitan Flood Control District (the “District”) is a California public agency and must comply with the CPRA. Therefore, requests for inspection or copies of public records should be directed to the General Manager of the District at 5469 East Olive Avenue, Fresno, California 93727.

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Once received by the General Manager, all CPRA requests should be immediately forwarded to the District’s Legal Counsel to determine whether or not each record, or any portion of a record, is exempt from disclosure pursuant to the CPRA. The District’s Legal Counsel will evaluate each CPRA request and, in consultation with District staff, will respond to the requester of records within a time period that complies with the CPRA and in accordance with its requirements.

A fee for copies of public records may be charged, which covers the costs of duplication as determined by the District. Such charge shall be in accordance with the District’s Ordinance Code, Chapter 2 – Master Schedule of Service Charges. No original records may be removed from the District’s office.