

PUBLIC RECORDS POLICY
SADDLE CREEK COMMUNITY SERVICES DISTRICT (SCCSD)

1. Purpose: The purpose of this policy is to insure all SCCSD operations are conducted in accordance with the requirements set forth in the California Public Records Act (Government Code 6250 et seq.).
2. Definition of Public Record: As defined by Government Code 6252(e) a Public Record is “any writing containing information related to the conduct of the public’s business prepared, owned, or used by any state or local agency regardless of the physical form or characteristics.”
3. Maintenance of SCCSD Public Records: SCCSD shall maintain its Public Records for the time periods required by the California Public Records Act.
 - a. Electronic Records (Emails): Business related Emails sent or received by Board Members or SCCSD staff shall be maintained for a period of thirty (30) days from the date sent/received.
 - 1) This retention requirement applies whether the Email was sent/received over a computer owned/controlled by SCCSD or one personally owned/controlled by a Board Member or staff member.
 - 2) For the purposes of this policy contract or special employees, such as the Independent Auditor, Bookkeeper, etc. are not considered as SCCSD Staff.
4. Requests for SCCSD Public Record: In accordance with the requirements and guidelines of the California Public Records Act, SCCSD shall make all Public Records (except those records determined by SCCSD as being Exempt from Disclosure) available upon request. SCCSD may sell copies of any part of its respective public records, or compilations, extracts, or summaries of information contained in its public records, at a charge sufficient to pay the actual cost thereof. Such charge, and the conditions under which sales may be made, shall be determined by the General Manager with approval of the SCCSD Board of Directors.
5. Denial of Access to Public Records Determined to be Exempt from Disclosure: Whenever requested access to a SCCSD record is denied, such denial shall be handled in accordance with the requirements and guidelines set forth in the California Public Records Act.