

**QUESTIONS AND ANSWERS REGARDING**  
**REQUESTS FOR PUBLIC RECORDS**  
**PURSUANT TO THE CALIFORNIA PUBLIC RECORDS ACT**

I. What Records May be Requested?

A "public record" is defined by the California Public Records Act as "any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained" by any state or local agency. California Government Code §6252(e). The Act requires the Housing Authority to provide copies of "any identifiable public record" provided the requested records are not exempt from disclosure. California Government Code §§6254-6255. The Housing Authority also may withhold records if "the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record." California Government Code §6255. The Housing Authority will not produce records pursuant to requests which are unduly burdensome or which do not adequately identify the requested records.

II. What is the Procedure for Requesting Public Records?

One Request for Public Records form should be submitted for each separate classification of records requested. Request for Public Records forms which request multiple classifications of records will be rejected. Forms which fail to include the name, address and telephone number of the requesting party also will be rejected. Request for Public Records forms may be obtained at the Public Information Office at the Housing Authority's office located at 123 Rico Street, Salinas, California. Completed forms should be returned to the Public Information Office. Request for Public Records forms will not be accepted at individual sites.

III. When Will the Housing Authority Respond to the Request?

Within 10 days following receipt of a Request for Public Records form, the Housing Authority will notify the requesting party whether it intends to comply with the request. Where the request requires searching for records at other locations, reviewing voluminous materials or consultation with another agency, the Housing Authority may take an additional 10 working days to notify the requesting party whether it intends to comply with the request. Thereafter, the Housing Authority will provide the requested records within a reasonable timeframe. The response time will depend on the scope of the records requested, whether review and redaction of voluminous files are required, as well as the availability of Housing Authority personnel to compile the records.

IV. Is There a Charge for Obtaining Public Records?

The Housing Authority is entitled to reimbursement for the costs associated with providing records pursuant to the California Public Records Act. In most cases, the requesting party will be required to copy the requested records on the copying machine located at the Housing Authority office, located at 123 Rico Street, Salinas, California. Copying costs are ten (10) cents per page. In limited situations, the requested records will be copied by the Housing Authority. This will occur, for example, where the request requires extensive redaction of confidential records. The requesting party will be charged 12 (twelve) cents per page, in addition to a reasonable fee, for the Housing Authority's administrative costs. The requesting party will be required to submit payment prior to the copying of records.

V. What Are Some of the Reasons for Denial of a Request?

A Request for Public Records may be denied for a number of reasons, including, but not limited to the following: (1) the request seeks records exempt from disclosure; (2) the Request for Public Records form fails to adequately describe the requested records; (3) a single Request for Public Records form requests multiple classifications of records; (4) the Request for Public Records form is incomplete; (5) the requested records do not exist; (6) production of the requested records would be unduly burdensome; or (7) the public interest served by withholding the requested records clearly outweighs the public interest served by disclosing the records.

**If you have questions regarding the procedure for obtaining public records, contact the Housing Authority's Public Information Office at (831) 775-5000. For more information about the California Public Records Act, see California Government Code §§6250-6268.**

Please read the information on the reverse side before completing this form.

**REQUEST FOR PUBLIC RECORDS**

Housing Authority of the County of Monterey  
Salinas, California

Date: \_\_\_\_\_ Name of Requestor: \_\_\_\_\_

Name of organization or group, if any: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime Telephone: (\_\_\_\_) \_\_\_\_\_

Records Requested (Please submit separate form for each classification of records):

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

\* \* \*

***DO NOT WRITE BELOW THIS LINE***

\* \* \*

Date Request Received: \_\_\_\_\_

Date of Notice: \_\_\_\_\_

Determination:

- \_\_\_\_\_ Will comply with your request
- \_\_\_\_\_ Records will be available for copying at the Public Information Office after \_\_\_\_\_.
- \_\_\_\_\_ Will copy the requested records upon payment of \_\_\_\_\_ which must be received by \_\_\_\_\_.
- \_\_\_\_\_ Cannot comply with your request for the following reason(s):

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

Completed by: \_\_\_\_\_

Print Name

Signature

\_\_\_\_\_  
Title