



PUBLIC RECORDS REQUEST

Culver City Arts District

Email: info@culvercityartsdistrict.com Website: www.culvercityartsdistrict.com

Public records can be inspected by appointment only during normal business hours at no cost. Pursuant to the Public Records Act, the records will be available for inspection within ten (10) days of the date received by the CCAD office OR requestors will be notified in writing if additional time is needed to gather the requested records. Requests must be submitted to the CCAD office in order to be processed. Requests will be processed in the order received.

- I wish to INSPECT records specified in this request at no charge by appointment. I may later choose to purchase copies.
- I wish to PURCHASE COPIES of records specified in this request without prior inspection.

Please type or print legibly.

Requestor's Name: _____

Requestor's Mailing Address: _____

City, State, Zip: _____

Daytime Telephone Number: _____

E-mail Address: _____

Please specify exactly what record(s) or document(s) you are requesting. Unclear requests may result in delay, error or the necessity for you to resubmit the request. You may attach additional pages or an itemized list.

Requested Appointment Time:

____ / ____ / ____ @ _____ AM/PM

Appointment day and time are not guaranteed. Appointments will be confirmed 72 hours in advance.

(For office use only)

PUBLIC RECORDS REQUEST

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. The purpose of this policy is to clarify the process by which CCAD will respond to requests for records under the Public Records Act.

1. All requests for public records shall be submitted to the CCAD office in writing on a form prescribed by CCAD, unless the request is to review a monthly board of directors meeting agenda of CCAD/or Culver City Arts District, which is posted 72 hours in advance of the meeting date at the CCAD meeting location or on the CCAD website culvercityartsdistrict.com. Agendas are available on the website, after posting, for review at any time.
2. CCAD will respond to all requests as soon as possible, but not later than the ten -day period, or extensions thereof, as provided by Gov't Code Section 6253. Requests received by CCAD will be logged and processed in the order in which they are received. Requestors making multiple requests are encouraged to prioritize their requests in the desired order.
 - a. CCAD shall review the request and determine whether the request seeks identifiable records and, if not, CCAD shall reasonably 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. CCAD shall respond to the person requesting records by notifying requestor 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, CCAD will provide suggestions for overcoming any practical basis for denying access to the records or information sought in compliance with the Act. Due to staffing limitations, CCAD requires an appointment for all requests seeking inspection of records. The requestor may inquire as to a certain day and time for an appointment during specified business hours. Requested appointment day and time is not guaranteed. Once an available appointment time is determined, the requestor will be contacted to confirm the appointment's time and date.
 - c. When a request is made for copies for records, CCAD shall advise the requestor of the copying costs. As set forth by the adoption of this policy, the following fees will apply:
 - (i) Photocopying costs in the amount of \$0.15 per page for standard reproduction of documents of a size 11 by 17 inches or less.
 - (ii) Actual costs for the reproduction of other oversized documents or the reproduction of documents requiring special processing.
 - (iii) When CCAD must compile electronic data, extract information from an electronic record, or undertake computer programming to satisfy a request, CCAD may require the requestor to bear the full and actual costs incurred by CCAD. Electronic files will be provided to requestor via CD or flash drive, depending upon the size of media.
 - (iv) Actual postal charges.
 - d. Pursuant to Government Code 6253 (b), no copies will be made until payment has been received in fully by CCAD..
 - e. Voluminous and/or complex requests for records will be sent to an outside copy service. The requestor shall be responsible for all copying fees charged to CCAD. Payment will be requested from the requestor prior to having the copies made.
3. In accordance with the Public Records Act, CCAD will provide only specific identifiable non-exempt records but will not research CCAD records for particular types of information or analyze information which may be contained within public records. CCAD will also not create records that do not exist.
4. CCAD 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.

Office Hours for Appointments available for Public Records Review:

Monday – Thursday 9:30 a.m. – 11:30 a.m. and 2:00 p.m. – 4:00 p.m. ♦ Friday 9:30 a.m. – 11:30 a.m.

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