

SOUTHEASTERN ECONOMIC DEVELOPMENT CORPORATION

CORPORATE POLICY 5.04

PUBLIC DOCUMENTS & RECORDS REQUESTS

Chapter: 5.0 – Document & Records Policies
Section: 5.04 – Public Documents & Records Requests
Effective Date: November 17, 2010

1.0 PURPOSE

1.1 To establish a policy for the production of public documents and records requests.

2.0 EFFECTIVE DATE AND AMENDMENTS

2.1 This Policy shall be effective upon the approval by the BOARD. This Policy may only be amended by approval of the BOARD.

3.0 PROCEDURES

3.1 The President or his/her designee is authorized to establish and disseminate administrative procedures to implement this BOARD POLICY, as applicable.

4.0 POLICY

4.1 The CORPORATION shall charge the requestor for the production of public documents and records.

4.2 The charges shall be limited to the "direct cost of duplication," or to a "statutory fee" set by the California Legislature pursuant to Government Code section 6253(b). If a request for electronic records either (1) is for a record normally issued only periodically, or (2) requires data compilation, extraction, or programming, copying costs may include the cost of the programming pursuant to Government Code section 6253.9(a),(b). However, the CORPORATION may never make records available only in electronic form.

4.3 One copy of any of the CORPORATION documents shall be furnished to any federal, state, county, municipality, district, governmental agency, or any public officer acting in his/her official capacity without charge. However, any such governmental agencies or officials may be required to pay the stated fees for all copies in excess of one pursuant to subsection 4.2 above.

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- 4.4 The CORPORATION shall have ten (10) calendar days under the Public Records Act to respond to a request for documents. If the request is voluminous, seeks records held off-site or requires consultation with other agencies, the CORPORATION may, upon written notice to the requester(s), give itself an additional fourteen (14) days to respond.

**Cf.* Government Code sections 6250-6276.48; Evidence Code section 1563(b)(1).