

Contra Costa Mosquito and Vector Control District
Public Records Act Policy

Overview

As authorized pursuant to Government Code section 7922.630, this policy provides guidelines on how the Contra Costa Mosquito and Vector Control District (the “District”) provides public access to agency records. All public records which are not otherwise exempt from disclosure under the provisions of the California Public Records Act (the “Public Records Act”, codified at Government Code sections 7920.000–7931.000) shall be disclosed as set forth in this policy. Public records shall be available for inspection during the days and hours that the District office is regularly open for business at the office or location where the public records are regularly and routinely maintained.

How to Submit a Request

Any person may submit a request to inspect or copy a record verbally, in writing, or electronically. Although the District must and will accept verbal requests for records, to ensure the proper identification, tracking, and processing of Public Records Act Requests, the District may ask that all requests for inspecting or copying of public records be made in writing by the requestor. The District provides a Public Records Act Request Form to facilitate such requests, which can be found on the District’s website at <https://www.contracostamosquito.com/public-records-act-policy-and-request-form>. The form can also be obtained from the District’s office or by requesting it by email at ccmvcd@contracostamosquito.com. A completed request form should be mailed, emailed, or submitted in person at the addresses provided below. If a verbal request is received, a District employee will transfer the information to a request form for tracking and processing accuracy. The District will provide assistance to any member of the public to make a focused and effective request, consistent with Government Code section 7922.600.

Contra Costa Mosquito and Vector Control District
155 Mason Circle
Concord, CA 94510
ccmvcd@contracostamosquito.com

District’s Response and Inspection or Copying of Records

The District, in accordance with Government Code Section 7922.535(a), has ten (10) days to respond to a public records request by indicating whether or not the District has in its possession responsive and disclosable records and, if so, when such records will be made available for inspection. Actual production of the documents may take longer depending upon the specific records requested, their age, number, and storage location among other factors. As specified in Government Code section 7922.535(b), the District may, by written notice to the requestor, extend the time for response not to exceed fourteen (14) additional days.

If a request is made for a record that is stored in electronic format, the District will comply to the extent required under Government Code section 7922.570. Pursuant to Government Code section 7922.545(a),

the District may comply with its disclosure obligations by directing a member of the public to the location on the internet website where the public record is posted.

Unless otherwise approved by the Board of Trustees, the District may refuse to disclose any records that are exempt from disclosure under the Public Records Act, applicable case law, California Attorney General opinions, constitutional provisions, or any other applicable privileges or rights held by the District. In addition, Public Records Act requests may be subject to District Legal Counsel review prior to responding to the requestor and the response may come from District Legal Counsel. The District shall comply with Government Code section 7922.540 if records are withheld from disclosure.

Functions of the District will not be suspended to permit, and public records will not be made available for, inspection during periods in which such records are reasonably required by District personnel in the performance of their duties. Special arrangements shall be made in advance for the inspection or copying of voluminous records to avoid undue disruption to essential District activities and functions.

Public records in the possession of the District may be inspected only in the presence of District personnel as designated by the General Manager (or designee), except in those cases where the General Manager (or designee) determines otherwise. Physical inspection of such records will be permitted at places within the District offices as determined by the General Manager (or designee). A person who inspects records of the District shall not destroy, mutilate, deface, alter or remove any such record or records from the location designated for inspection, but shall physically return these in the same condition as when received, upon either the completion of the inspection or upon verbal request of District personnel.

The District will provide copies of any requested, reasonably identifiable public records - which are not otherwise exempt from disclosure - upon payment of the copy fee not to exceed ten (10) cents per page. The copy fee amount may be adjusted from time to time by the General Manager (or designee) to reflect the District's actual reproduction costs. Documents provided electronically, or posted to an internet website, will have no charges affiliated with them unless a physical copy is requested.

In the event that any portion of this policy may be deemed at any time to conflict with any law or regulations, the law or regulation shall prevail.