



**COUNTY OF SAN BERNARDINO
POLICY MANUAL**

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By

EFFECTIVE 9/15/75

SUBJECT

RESPONSE TO REQUESTS FOR PUBLIC INFORMATION

APPROVED

DENNIS HANSBERGER

CHAIRMAN, BOARD OF SUPERVISORS

POLICY STATEMENT

All requests for copies of public information shall be directed to the department responsible for the affected records or files. It is that appointing authority's responsibility to determine what information can be released and, in the case of computer-stored data, to request the appropriate information from Data Processing.

POLICY AMPLIFICATION

The California Public Records Act, California Government code 6250-6260, enables the public to have access to, and demand copies of, non-confidential public information including that information stored on computer files. The Act defines the type of information that must be made available upon request and that which is confidential and may not be released.

If the information is contained in computer files, the responsible department should work out the details of providing such information with Data Processing, including the schedule of work and estimated costs, before making any commitment to the requester. The fee to be charged to the requester shall insure recovery of administrative handling costs including all direct, indirect, and overhead costs, unless otherwise governed by law. The responsible department should either request payment in advance or implement controls to insure that proper payment is received. Fees received shall be credited to the responsible department.

Any appointing authority unfamiliar with the California Public Records Act should apprise himself of the provisions governing what information is confidential and non-confidential. The appointing authority may obtain the assistance of the County Counsel regarding the interpretation of the Public Records Act.