

**PERSONNEL DEPARTMENT POLICY**  
**San Luis Obispo County**

---

---

<b>Topic: Request for Public Records</b>	
<b>Subject:</b> Internal Policies	<b>Revised:</b> November 2008
<b>CSC Rule:</b> n/a	<b>Approval:</b> _____
<b>Location:</b> P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\INTERNAL POLICIES\Request for Public Records.doc	<b>Date:</b> _____
	<b>Note:</b> Original signed copy on file in Personnel Department.

In enacting the California Public Records Act (Government Code '6250), the State Legislature declared that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state.

*"Public records"* includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

According to Government Code '6254, nothing in the Public Records Act shall be construed to require San Luis Obispo County Personnel Department disclosure of records that are any of the following:

- *Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.*
- *Test questions, scoring keys, and other examination data used to administer an examination for employment.*
- *Records the disclosure of which is exempt or prohibited pursuant to provisions of federal or state law.*

Any person may receive a copy of any identifiable public record or copy thereof. Upon request, an exact copy shall be provided unless impracticable to do so. Computer data will be provided in a form determined by the County of San Luis Obispo.

According to Government Code '6253, upon a request for a copy of records, a determination shall be made by the Personnel Department within 10 days after receipt of such request whether to comply with the request. The Personnel Department will immediately notify the person making the request of that determination and the reasons therefore. In unusual circumstances the time limit may be extended by written notice of the Personnel Director setting forth the reasons for the extension and the date on which a determination is expected to be made. This extension will not exceed an additional 14 days.

The County of San Luis Obispo, upon request for a copy of records, shall demand payment of a fee or deposit covering the direct costs of duplication, or a statutory fee, if applicable. The fee schedule

**PERSONNEL DEPARTMENT POLICY**  
**San Luis Obispo County**

---

---

for the Personnel Department is part of the County fee schedule located on the County Administrative Office website at <http://www.slocounty.ca.gov/AssetFactory.aspx?did=16992>.

For requests that have an estimated cost of ten dollars (\$10) or more, a fifty-percent (50%) deposit will be required prior to commencing the record research and/or any photocopying. The completed request for a public record will be furnished upon payment of the balance of the actual cost of providing the record. A detailed cost analysis will be furnished with the completed request for public information.

**SAN LUIS OBISPO COUNTY PERSONNEL DEPARTMENT**  
**REQUEST FOR PUBLIC RECORDS**

1. Under the California Public Records Act (Government Code '6250), I hereby request the following Public Record (**please be very specific as the information will be furnished as requested.**)

---

---

---

It is understood that by requesting this Public Record, the Applicant acknowledges that the County of San Luis Obispo shall demand payment of a fee or deposit that will cover the direct costs of duplication or a statutory fee, if applicable. For requests that have an estimated cost of ten dollars (\$10) or more, County shall demand a fifty-percent (50%) deposit prior to commencing the record research and/or any photocopying. It is further understood that the completed request for a Public Record will be furnished upon payment of the balance of the required fee.

---

Date

---

Signature of Applicant

---

Applicant's Name (Please print)

---

Applicant's Phone Number

---

Applicant's Address, City, State, Zip Code

**PERSONNEL DEPARTMENT POLICY**  
**San Luis Obispo County**

---

---

Total estimated cost (a) + (b) = \_\_\_\_\_

Required deposit: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

2. It is understood that the above estimate is furnished to the Applicant for informational purposes and that it may vary. It is the responsibility of the Applicant to assume the actual full cost for completion of this request. After review of the estimated costs for the production of the Public Record identified in Section 1 above, I, the Applicant, hereby authorize the commencing of the record research and/or any photocopying.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

<p align="center"><b>For Civil Service Commission or Special Disability Benefits Committee matters authorization from County (Commission/Committee) Counsel is required.</b></p> <p><input type="checkbox"/> County Counsel notified and confirmed authorization to provide request.</p> <p><input type="checkbox"/> County Counsel notified, request denied. Reason: _____ _____</p>
---

\_\_\_\_\_  
**Approval: Personnel Director**

\_\_\_\_\_  
**Date**