

Amador Resource Conservation District

Public Records Request Policy

February 16th, 2017

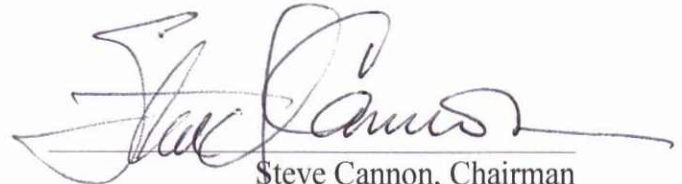
It will be the policy of the board of directors to revise this statement by changes, additions, or deletions at any time it is felt necessary, so long as it is decided by vote in a regular meeting of the board.

The RCD shall respond to a public records request for RCD documents within 10 days from receipt of the request. (Government Code section 6253 (c)). The time may be extended, in unusual circumstances, by no more than 14 days through written notice from the president of the RCD to the requesting party.

Unusual circumstances include a request that requires an extended search, the records requested are voluminous, or the request requires consultation with another agency.

The RCD shall state the estimated date and time when the records will be made available, either by photocopying or inspection at the RCD office during normal business hours. A fee of \$0.15/page will be applied by the RCD for cost of photocopying.

Public requests for NRCS documents will be referred to the NRCS representative.

A handwritten signature in black ink, appearing to read "Steve Cannon", with a long horizontal flourish extending to the right.

Steve Cannon, Chairman
Amador Resource Conservation District