

# KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

**POLICY TITLE:** Public Records Requests  
**POLICY NUMBER:** 13

13.10 All public record(s) requests shall be handled in accordance with the California Public Records Act (Government Code section 6250 et seq.).

13.11 “Records” include all communications related to public business regardless of physical form or characteristics, including any writing, picture, sound, or symbol, whether paper, magnetic or other media.

13.12 Access should be allowed at all times during business hours. Staff need not disrupt operations to allow immediate access, but a decision whether to grant access must be prompt. The District may not adopt rules that limit the hours records are open for viewing and inspection.

13.13 Staff must provide assistance by helping to identify records and information relevant to a request and suggesting ways to overcome any practical basis for denying access.

13.14 The District has 10 days to decide if copies will be provided. In “unusual” cases the District may, upon written notice to the requestor, give itself an additional 14 days to respond. These time periods may not be used solely to delay access to the records.

13.15 The District may not make records available only in electronic form.

13.16 Access for viewing records is free. Fees for inspection or processing are prohibited.

13.17 Copy costs are set forth in the District’s Operations Manual, Policy Number 1.

13.18 It is the District’s burden to justify the withholding of any record by demonstrating that the record is exempt or that the public interest in confidentiality outweighs the public interest in disclosure.