

Turlock Mosquito Abatement District Public Records Request Policy

Regulations and Guidelines on access to District Records under the California Public Records Act:

These operating guidelines are promulgated and adopted pursuant to Section 6253 of the Government Code, and implement the provisions of the California Public Records Act. The Turlock Mosquito Abatement District Board of Trustees establishes the following guidelines.

These operating guidelines are promulgated and adopted pursuant to Section 6253 of the Government Code, and implement the provisions of the California Public Records Act (Govt. Code Section 6250 et seq.).

1. The official record of District policy is contained in the official minutes of the Board of Trustees. These minutes are official only when approved by the Board of Trustees at a subsequent meeting. The official minutes of the Board of Trustees for all open meetings are open for inspection.
2. The official minutes may be inspected at the District's office, 4412 N Washington Road, Turlock, CA on normal working days, between the hours of 8:30 am to 11:30 am and 1:00 pm to 3:30 pm. District personnel are to ensure the proper care and protection of these records during inspection.
3. Copies of public documents shall be made and provided within a reasonable time. Inspection of public documents shall be allowed when reasonable and proper. Reasonableness and propriety shall be determined by the District Manager, consistent with all the District's programs and activities, and shall include copying, inspection and any other associated activity. Appointments may be required.
4. The District will provide a form for written requests for documents, and may require a signed and dated record of inspection from anyone who inspects District documents or records.
5. Some data is exempted by statute from the Disclosure provisions of State law, and the District Manager is authorized to seek legal counsel when necessary in determining if any documents or records are exempt from disclosure. The Manager may require a written request from the person seeking access to the information. Within ten (10) days from the time of receipt of such written request, the Manager shall immediately notify the person making the request of such determination and the reasons therefore. Documents which are determined to be available for inspection shall be made available as set forth above.