



CITY OF CARSON

PUBLIC RECORDS ACT REQUEST

POLICY AND PROCEDURE

The California Public Records Act (Government Code Section 6250 et seq.) provides California citizens with important rights to obtain access to records held by public agencies in the State. The purpose of this policy is to clarify for the public, attorneys, insurance adjusters and private investigators, the process by which the City will respond to requests for records under the California Public Records Act.

1. All requests for public records are highly encouraged to be submitted using the available PDF form and emailed to the City Clerk's email at cityclerk@carsonca.gov. Forms can also be walked into the City Clerk's Office. To review an agenda or agenda report of the City Council, City Commission, Committee, or Carson Municipal Code, visit the City website at [City of Carson, California | Home](#).
2. The City Clerk has ten (10) days to respond to the request, either providing the information, or may provide a detailed explanation as to what information may be released or what cannot because it is protected by law. The 10-day period mentioned in the act is not a legal deadline for producing records, rather it is a time frame which allows the agency to review records to determine if the records being sought are legally allowed to be released or whether they are exempt, as provided by Government Code Section 6253. The City Clerk may extend the deadline up to fourteen (14) days in unusual circumstances, which may include the need to search for records from offsite storage facilities, review voluminous records, consult with another agency, compile data, or establish a program to extract data.
 - a) The City Clerk shall review the request and determine whether the request seeks **identifiable records** and, if not, the City Clerk shall assist the person making the request to identify records that are responsive to the request or to the purpose of the request, if stated.
 - b) The City Clerk shall request all City Departments which may have the records requested to search their files and report back to the City Clerk on whether the Department has the records and, if so, when the records can be made available to the person requesting them.
 - c) The City Clerk shall respond to the person requesting records by advising in writing of the availability of the documents and whether any of the documents are exempt from disclosure under the provisions of the Public Records Act. To the extent feasible, the City Clerk will provide suggestions for overcoming any practical basis for denying access to the records or information sought in compliance with the Public Records Act.
3. In accordance with the Public Records Act, the City will provide only specific identifiable records but will not research City records for any types of information or analyze information which may be contained within public records. The City Clerk **does not** fulfill requests for information, compiling dating, performing research, or the creation of a new record.
4. The City will respond to requests for public records in accordance with the terms of the California Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.



FOR CITY CLERK'S OFFICE USE ONLY

CITY OF CARSON

PUBLIC RECORDS ACT REQUEST FORM

OFFICE OF THE CITY CLERK

Date: _____

Requestor Name/Company: _____

Email: _____

Phone: _____

DESCRIPTION OF REQUESTED RECORDS:

*Please provide as much detailed information as possible, including the time period.
Also, please be aware that submitting this form does not guarantee that records will be produced.*
