
Mt. View Sanitary District

Policy and Procedure Manual

POLICY TITLE: Public Records Access

POLICY NUMBER: 3320

DATE REVISED: FEBRUARY 10, 2022

It is the policy of the District to provide all information to the public that is not exempt from disclosure by the Public Records Act. Any request for a public document by a member of the public, shall be duly noted with the date, time, and identity of the document(s) requested, as well as the identity of the person making the request.

All requests must be referred to the Administrative Services Manager or designee and will follow internal procedure guidelines. If there is any question as to whether a request is legally exempt from disclosure, the District Manager and Legal Counsel shall be promptly consulted.

A response will be provided within ten days of a public records request and may be either the production of the documents or the anticipated time the document(s) will be produced. Documents can be provided electronically or in hardcopy format. If a hardcopy of a document is requested, charges for hardcopy documents may apply.

Requests for interviews and comments requested by the news media are not covered under this policy, please refer to Policy & Procedure 1030 – Customer Relations and Public Complaints.