# CITY OF CORONADO
# PROCEDURE AND GUIDELINES FOR
# ACCESS TO PUBLIC RECORDS

The City of Coronado is pleased to assist you in your request for public records/information. Public records maintained by the City of Coronado will be available for inspection by members of the public pursuant to the following guidelines and procedures:

**THE CALIFORNIA PUBLIC RECORDS ACT, GOVERNMENT CODE 6250** requires the City of Coronado to make public records available upon request.

**WHEN MAY PUBLIC RECORDS BE INSPECTED?** Public records maintained by the City of Coronado shall be available for inspection and copying during the regular business hours of 7:30 a.m. to 5:30 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. Friday, except for state and federal holidays.

**HOW MAY THE PUBLIC OBTAIN ACCESS TO A PUBLIC RECORD?** The City of Coronado Request for Public Records form is to be filled out by the Requestor. Requests must be focused and specific, and must reasonably describe identifiable records (Gov. Code Sec. 6253). If the request requires clarification City staff will assist you in making a focused and effective request.

The requestor then submits the Request for Public Records to the appropriate department that maintains the desired records. If the requestor does not know where the desired records are maintained, they may submit their request to the City Clerk who will coordinate the response with the appropriate City department(s).

**HOW SOON CAN THE PUBLIC EXPECT A RESPONSE TO THEIR REQUEST?** (Government Code §6253(c) You will be notified within ten (10) days whether your request seeks copies of disclosable public records in the possession of this agency. The City will provide the copies or the inspection of records at the earliest opportunity consistent with the staff workload.

The City may invoke a 14-working day extension of time to determine whether to comply with your request if there is a need to:

a. search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
b. search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request

c. consult with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein, which shall be conducted with all practicable speed
d. compile data, to write programming language or a computer program, or to construct a computer report to extract data

Physical Inspection of the records shall be permitted within the department's offices and under the conditions determined by the department.

**IS THERE A CHARGE FOR THIS SERVICE?**
Pursuant to the City of Coronado's Fee Schedule, the following charges will be assessed $ .05 for each page. ***Payment must be made prior to production of copies.***

**ARE THERE RECORDS THAT MAY NOT BE DISCLOSED?** The City may refuse to disclose certain categories of records which are confidential and generally not subject to disclosure under the Public Records Act (Gov. Code §6254-6255). These include, but are not limited to:

a. preliminary drafts of certain documents that are not retained by the City in the ordinary course of business
b. records related to pending litigation
c. attorney-client communications
d. personnel records, medical information, or other similar records the disclosure of which would constitute an unwarranted invasion of personal privacy
e. corporate financial and proprietary information, including trade secrets
f. confidential personal information on an application, i.e. home address and telephone number, financial information
g. information relative to a juvenile on a Police Report
h. architectural site plans that contain a copy-righted architectural seal
i. names and addresses on customer service and code complaints
j. Initiative, referendum or recall petitions are unless by court order
k. candidate statements prior to the close of a nomination period
l. identities of those requesting bilingual ballots or ballot pamphlets
m. materials relating to ongoing complaints and investigations
n. records protected by State or Federal law

**FPPC RECORDS REQUESTS:** Requests for copies of Fair Political Practices Commission (FPPC) disclosure filings (Campaign Statements and Statements of Economic Interests) are handled differently than other public records requests. By State law, the City cannot require the requestor to provide any personal information. These requests are handled by the City Clerk's office. Copies of FPPC documents are, by State law, $ .10 per page.