

RESOLUTION NO. 1348

Adopted by the Housing Authority of the City of Sacramento

July 31, 1975

ESTABLISHING A PROCEDURE FOR THE  
DISCLOSURE OF PUBLIC RECORDS AND PROVIDING A FEE  
SCHEDULE FOR COPIES OF PUBLIC RECORDS

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF  
SACRAMENTO:

Section 1. Intent.

It is the intent of the Housing Authority in adopting this Resolution to provide access to the public records of the Authority in accordance with provisions of the Public Records Act (Government Code Section 6250, et seq.), and to establish a fee schedule for copies of such records.

Section 2. Examination of Records.

(a) All public records, not exempt from disclosure under the Public Records Act, shall be available for inspection by any person during regular office hours.

(b) The examination of the records of any department shall be carried out in such location and under such supervision as the head of the department may reasonably deem appropriate to safeguard the records and maintain the efficient conduct of business.

Section 3. Refusal to Disclose - Review.

(a) When in the opinion of the head of any Authority department, or his authorized representative, any document should not be disclosed to a person requesting such disclosure, the department head shall state his reason for refusing disclosure to such person and shall notify such person of his right to appeal the determination of the department head as set forth herein.

(b) (i) If a person is dissatisfied with the determination of a department head regarding the disclosure of any public document, he may appeal such decision to the Authority Attorney by completing a form, provided by such department head, of the type set forth in Exhibit A, which is attached hereto.

(b) (ii) Upon completion of such form, it shall be transmitted immediately to the Authority Attorney, or his authorized representative, who shall review the decision of the department head, confirm or reverse such decision, and notify the interested parties of the determination made.

(b) (iii) The decision of the Authority Attorney shall be binding on such department head.

(c) If the person seeking disclosure of the record is dissatisfied with the decision of the Authority Attorney, the person may thereafter, appeal to the Authority and after Authority decision, he may bring an action in court to compel disclosure as provided by the Public Records Act.

Section 4. Cost for Copies of Records.

(a) A charge shall be made for a copy of any public record made upon request, at the rate set forth in Exhibit B attached hereto.

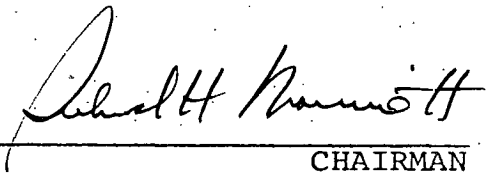
(b) A department head shall determine the cost of such copy and advise the person requesting such copy of the cost thereof in writing, upon a form approved by the Assistant Director - Finance.

(c) The person requesting such copy shall present the form specifying the cost, together with the payment of such cost, to the Assistant Director - Finance, or a person designated by him, who shall certify the amount paid on such form and return a duplicate thereof to such person.

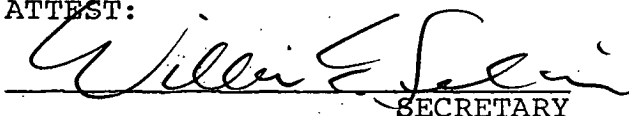
(d) Upon presentation to a department head of the duplicate copy of the form, certified by the Assistant Director - Finance, or his designee, the department head shall provide to the person the copy requested.

Section 5. No Cost for Certain Material.

Notwithstanding the provisions of Section 4, no charge shall be made to any person for a copy of material routinely prepared for submission to members of the Authority in connection with the agenda of meetings of the Authority or Commission, nor shall a charge be made to any person for a copy of material which is distributed in the interest of informing citizens about matters to be considered by the Authority.

  
\_\_\_\_\_  
CHAIRMAN

ATTEST:

  
\_\_\_\_\_  
SECRETARY

DISCLOSURE PUBLIC RECORD

(To be completed by person seeking disclosure)

\_\_\_\_\_  
NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
TELEPHONE

DOCUMENTS REQUESTED: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNED

NOTE: A FEE WILL BE CHARGED FOR A COPY OF ANY DOCUMENT PROVIDED.  
FEE SCHEDULE AVAILABLE ON REQUEST.

-----

(To be completed by department head or representative)

Check the reason(s) why disclosure of the documents requested was denied:

1. Material sought is in the form of a draft, a note, or is an interagency or intra-agency memo not normally kept by this department, the non-disclosure of which more properly serves the public interest than would disclosure.
2. Material sought is being held in view of a claim being made against the Agency or because of pending litigation.
3. Material sought is part of a personnel, medical, or similar file, and disclosure would constitute an unwarranted invasion of personal privacy.
4. Material sought is geological or geophysical data, or similar information relating to utility systems development, obtained in confidence.
5. Material sought is the record of a complaint or investigation conducted, or is intelligence or security information, which was produced or obtained for correctional, law enforcement or licensing purposes.
6. Material sought is test questions, scoring keys or other examination data used to administer an examination for employment.
7. Material sought is a real estate appraisal, engineering or feasibility estimate or evaluation relative to the acquisition of property, or to a prospective public supply or construction contract, and such acquisition of property has not taken place or such contract has not been executed.
8. Material sought was obtained from taxpayer, in confidence,

in connection with collection of taxes or assessments and which, if disclosed, would result in unfair competitive disadvantage to the taxpayer.

9. Material sought is protected by federal or state law.
10. Statements of personal worth, personal financial data, or other personal or family data required by the Agency and filed by an applicant with the Agency to establish his personal qualification for assistance or to enable assistance to be rendered by or through the Agency.
11. Other (Specify) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
CAPACITY

-----  
(To be completed by Agency Attorney or representative)

Decision by department to deny disclosure of document requested is:

- A. Upheld
- B. Reversed

For

- C. Reasons given by department
- D. Failure to demonstrate adequate reason for non-disclosure
- C. Other (Specify): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNED

SCHEDULE OF FEES FOR COPIES OF PUBLIC RECORDS

<u>GENERAL DOCUMENTS</u>	<u>UNIT</u>	<u>FEE OR DEPOSIT BY UNIT</u>
1. Xerox copy	1st page	\$ .25
	Each additional page of same document	.10
2. Extract of document & certification	Page	2.00
3. Certifying exist- ing documents	Document	1.00
4. Set up for listening & monitoring of tapes (minimum fee \$1.25)	Hour	1.00
5. Search time for in- active records (minimum fee \$1.25)	Hour	5.00
6. Documents in stock & printed	1st sheet	.25
	Each additional sheet of same document	.10
7. Budget	Copy of budget	3.00
8. Special reports pre- pared by consultants	Report	Pro-rata cost of publication or re-issue
9. Blue prints	1st sheet	1.50
	Each additional copy - per square foot	.10

<u>PHOTOGRAPHS</u>	<u>COLOR</u>	<u>BLACK &amp; WHITE</u>
<u>SIZE</u>		
1. 4 x 5	\$ 4.25 (first) 3.00 (each additional)	\$ 3.00 2.00
2. 5 x 7	4.25 3.00	3.00 2.00
3. 8 x 10	6.50 4.00	4.00 3.00
4. 11 x 14	10.75 7.00	6.00 4.00
5. 16 x 20	18.00 14.00	

EXHIBIT B

JUL 31 1975  
RESOLUTION No. 1318