

## **Public Inspection of District Records**

**1120**

The general public has a right to inspect and receive copies of certain records of the District in accordance with Sections 6250 to 6257 of the Government Code. The following procedures will be maintained in making records available:

1. A request for inspection or copies will be made in writing and will specify the records desired.
2. The District will respond within 10 days after receipt of such a request whether it will comply with the request.
  - a. If a positive response to the request, the District will include in its communication a reasonable time and place for the inspection of records and/or delivery of copies and the costs involved.
  - b. If a negative response, the District will advise the reasons that influenced the decision.

Records that are exempt from public disclosure may not be inspected. Examples of such records are preliminary drafts and interoffice memoranda, records pertaining to litigation, personnel files, test questions and other examination data, and information provided to the District on a confidential basis.

Govt. Code Sections 6250-6257  
Evidence Code 1040

Approved 10/4/76  
Amended 11/15/93