

# **DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT**

TITLE: Requests for Public Records  
ADOPTED:  
SIGNATURE :

DATE: May 20, 2024  
AMENDED:  
AMENDMENT NO:

## **POLICY**

It is the policy of the Dobbins/Oregon House Fire Protection District to provide free and open access to records and documents maintained by the District, while at the same time being mindful of the District's obligation to maintain privacy and protect the records and documents for the public's benefit. Records or documents which are exempt from disclosure pursuant to the terms of the Public Records Act (Government Code 7920, et seq) shall not be made available for inspection or copying under this policy.

## **PROCEDURE**

Any person wishing to view or to have copies of records maintained by the District may make the request via email to [dohfpd@gmail.com](mailto:dohfpd@gmail.com) or by US mail to the following address:

DOHFPD  
P.O. Box 164  
Oregon House, CA 95962

Any person seeking to inspect and/or have copies of records or documents maintained by the District must describe the documents sought with reasonable particularity.

The requestor shall state:

1. The requestor's name;
2. The requestor's mailing address, telephone number and email address if applicable;
3. A precise description of the document or documents sought;
4. Whether the requestor requests copies of documents identified.
5. Whether the requestor requests documents be sent via email
6. Whether the requestor wishes merely to inspect the documents identified

## **DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT**

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In the event the requestor wishes merely to view the documents identified, the District shall make an appointment for the requestor to view the documents within ten (10) business days of the date the completed request is submitted. In order to protect the integrity of the District's records and documents, the requestors shall be permitted to examine documents only in the presence of a District staff member.

In the event the requestor wishes to have copies of the documents identified, the District shall make such copies. The requestor shall pay the cost of making such photocopies at the time of submitting the request, and no copies shall be made unless and until payment has been received. Payments may include a cost per copy made and, in some cases, the cost of staff time to research and make such copies. The District shall set such charges at a level reasonably calculated to cover the costs incurred by the District in making the requested photocopies, and such charges may be modified from time to time without notice.

The District shall provide the requestor the copies requested within ten (10) business days from receiving the request and payment therefore.

Attachments: 1. Public Records Request Form

**DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT**

**PUBLIC RECORDS REQUEST**

**Requestor's Name:** \_\_\_\_\_

**Requestor's Address:** \_\_\_\_\_

\_\_\_\_\_

**Requestor's Telephone Number:** \_\_\_\_\_

**Requestor's E-Mail:** \_\_\_\_\_

**Precise Description of Specific Document(s) Requested:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I would like to:** \_\_\_\_\_ **examine the documents at the District's office.**

\_\_\_\_\_ **have copies of the documents.**

\_\_\_\_\_ **have the documents e-mailed to me.**

**I understand that I must pay the District the reasonable cost of copying or scanning the documents requested and, by my signature below, I hereby agree to make such payment to the District prior to receiving the documents.**

**If I have requested copies of the requested documents or to have them e-mailed to me, I understand that the District will first retrieve the documents sought, contact me with the cost of making such copies if applicable and that I must pay the full amount prior to any copies being made.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Requestor's Signature**

## **DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT**

### **COPY FEES**

- Standard or Legal size, black & white will be charged at **\$0.50 per copy**
- Standard or Legal size color copies will be charged a fee of **\$1.50 per copy**

Electronic copies of traditional documents that are kept on a regular basis may be sent via email at no cost to the requestor.

### **ADDITIONAL FEES**

In addition to normal copy fees, for electronic records that are not copies of regularly kept traditional documents (as above), however, the District may charge the full cost of reproducing the document if the record is one that is otherwise produced only at regularly scheduled intervals, or the request would require data compilation, extraction, or programming to produce the record (per Government Code § 7922.575):

**\$40.00 per hour – 1 hour minimum**