



The California Legislature has declared that access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person in this state. The California Public Records Act (“PRA”), Government Code sections 6250-6270, requires District to make public records available for inspection by the public and to provide copies upon request. The District has established the following guidelines to ensure that all person understand and are afforded the opportunity to use their right to access public records. A copy of these guidelines will be provided free of charge upon request.

GUIDELINES:


1. “Public records” include any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by the District regardless of physical form or characteristics. “Writing” means handwriting, typewriting, printing, photocopying, photograph-ing, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation including letters, words, pictures, sounds, or symbols, or any combination thereof, and any record thereby created, regardless of the manner in which the record has been stored.

2. Public records are open to inspection during District office hours, Monday through Friday, except for holidays. Advance notice is not required to inspect public records; however, the inspection of records is subject to a rule of reason and must be consistent and available within the District offices.

2.1 Records available for immediate inspection include the Statement of Economic Interest (FPPC Form 700) of designated District employees and this Access to Public Records Guidelines.

2.2 It is the policy of the District that records not exempt from disclosure by state law will be open for public inspection with the least possible delay. There is no charge to inspect records. In order to prevent records from being lost, damaged, or destroyed during inspection, District staff may determine the location of and may monitor the inspection.

3. While a written request is not required, the District prefers that all public records requests be in writing so that the District can more accurately identify the records sought

 Grossmont Healthcare District	Policy No: ADMIN-03 [OP-01]	Page 2 of 3
	Title: ACCESS TO PUBLIC RECORDS	
Policies and Procedures Manual	Last Board Approval Date: 02/06/23	

and process the request more efficiently. Requests may be in person, by phone, e-mail, or directed to the District’s office at the following address:

Grossmont Healthcare District
9001 Wakarusa Street
La Mesa, CA 91942
Telephone: (619) 825-5050
Fax: (619) 825-5051
E-mail: www.grossmonthhealthcare.org

Please include the following information in your request so that the District may respond to your request in a timely manner:

3.1 A clear and specific description of the information you are requesting. If possible, identify dates, subjects, titles, and authors of the records requested. If needed District staff may ask for additional information if the request is not specific enough to permit identification of the records sought.

3.2 Contact information is recommended so the District can get clarifying information if needed and send you a response or copies of records.

3.3 The District strives to fulfill requests as soon as possible but not beyond ten (10) days from the date the request is received. The District will determine whether the request, in whole or in part, seeks copies of disclosable public records in the District’s possession and notify the requestor of such determination. In unusual circumstances, the 10-day time limit may be extended up to an additional fourteen (14) days by written notice to the requestor setting forth the reason for the time extension. Unusual circumstances include:

3.3.1 The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request; and

3.3.2 The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.



3.4 If the District determines it will comply with the request, the records will be made available as promptly as possible upon payment, if required, of any applicable copying fees.

3.5 Upon request, the District will make an electronic public record available in any electronic format in which the District holds the information.

3.6 The cost for all other copies is the direct cost of duplication or a statutory fee, if applicable.

4. In balancing the public's right to access public records with other rights and interests, including the individual right of privacy and the need for the District to be able to competently perform its duties, the Legislature has established certain categories of records that may be exempt from public disclosure under specified circumstances. These include but are not limited to certain personnel records, investigative records, drafts, confidential legal advice, records prepared in connection with litigation, real estate appraisals and evaluations made relative to pending acquisition of property, trade secrets, communications with the Governor's Office, and information that is confidential pursuant to other state or federal statutes.

5. Upon a court order or receipt of a subpoena duces tecum (a notice to appear and to bring records or to produce records without appearance) should be forwarded to the CEO and the District's General Counsel. While a subpoena duces tecum is issued by a court, it is not always an order of the court declaring that the particular records are subject to disclosure. Such records may still be subject to protection against disclosure by reason of the existence of a privilege or other legal excuse. Therefore, receipt of such a subpoena does not permit disclosure of records in and of itself and General Counsel shall determine the appropriate response.