



REQUEST FOR PUBLIC RECORDS

Date of request: _____

Person/entity making request: _____

Mailing address: _____

Phone number: _____ Email: _____

Have you reviewed the California Tahoe Conservancy's "Guidelines for Access to Public Records," located below?

YES NO

Please specify which public record(s) you are requesting. If you do not know the name of the public record(s), specify the nature of the information you are seeking. Please be aware that the Conservancy cannot honor a request that cannot be made sufficiently specific and focused or that would request the creation of a new public record. Additionally, the Conservancy may refuse to disclose information exempt from disclosure under California law.

Approved by: (Legal staff)

Date

FOR USE IF VIEWING RECORDS IN CONSERVANCY OFFICE WHERE NO COPIES OF RECORDS ARE REQUESTED

I hereby acknowledge that I reviewed the following requested records at the Conservancy office.

Print Name

Sign Name

Date

CALIFORNIA TAHOE CONSERVANCY GUIDELINES FOR ACCESS TO PUBLIC RECORDS

Public records maintained by the Conservancy are available for public inspection according to the following procedures:

1. Public records are available for inspection during the regular working hours, which are generally Monday through Friday from 9:00 a.m. – 4:00 p.m.
2. A person interested in obtaining a copy of a public record should make a request in writing to Public Records Coordinator, California Tahoe Conservancy, 1061 Third Street, South Lake Tahoe, California 96150. A person interested in inspecting of a public record should make an appointment by calling the Conservancy at 530-542-5580.
3. Upon receipt of a request to inspect or copy a public record, the Public Records Coordinator will review the request and make a determination (1) whether the record requested is sufficiently specific and identifiable, and (2) whether the record or any part of it is exempt from disclosure under the Public Records Act. The Conservancy may refuse to disclose any record or part thereof that is exempt. (Gov. Code, § 6254 et seq.)
4. A request to inspect or copy a public record should be specific, focused, and should sufficiently describe the information sought so that the Public Records Coordinator can identify, locate, and retrieve the record. If a request is not specific and focused, the Public Records Coordinator will be available, by appointment, to help the requester identify the record sought, and if necessary, describe the technology of the record, and provide suggestions on how to overcome practical barriers to disclosure.
5. Inspection of public records will be permitted upon conditions determined by the Conservancy. Inspection of public records may not interfere with the ordinary business operations of the Conservancy; nor will the Conservancy suspend its operations to permit inspection of records during periods in which such records are reasonably required by Conservancy staff in the performance of their duties.
6. Upon completion of an inspection or request by Conservancy staff, a person conducting an inspection shall relinquish physical possession of the records provided for inspection. A person inspecting Conservancy records shall not destroy, deface, mutilate, alter, or remove any records from the Conservancy office.
7. Copies of records not exempt from disclosure are available upon pre-payment of a duplication fee of ten cents per page or one dollar per compact disc. Copies of such records may be certified upon pre-payment of a certification fee of \$2.00 per record.
8. The Conservancy shall post these Guidelines, and provide a free copy to any person upon request.