

Title:		Contents:	P-1300
INSPECTION OF PUBLIC RECORDS		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
Effective Date:	05-23-07	Supersedes No.:	Page No. 1 of 2

Authority

California Public Records Act - Government Code Section 6250 et. seq. March 22, 1994 Board Letter "Adoption of a Media Policy for Public Records" April 29, 1994 Chief Administrative Officer's "Media Policy Guideline for Departments"

Policy

The Board of Supervisors fully support the public's right to know and expect priority be given to requests for public information - recognizing good government requires an informed citizenry. Public records must be released, with limited exceptions detailed by law, or where it can be demonstrated that the public interest in keeping certain information confidential clearly outweighs the public interest served by disclosure of the record. Even in cases where the County has a specific amount of time legally in which to respond to a request for a public record, the Board does not wish unnecessary delays imposed.

Public Record Definition

A public record is any type of record in the possession of a governmental agency that relates to the agency's business, regardless of physical form or characteristics. For example, public records may exist in the form of maps, magnetic tapes, photographic films and prints, magnetic or punched cards, discs, CD ROM, and drums.

When Not a Public Record

Under the California Public Records Act, all documents/records relating to Purchasing Agent solicitations are not considered public records until such time as a "Notice of Intent to Award" is made to issue a purchase order or Purchasing Agent agreement. Such documents/records include, but are not limited to:

- All notes and memoranda related to the solicitation in any form
- Contract bidders' and proposers' prices
- Evaluation committee notes and memoranda
- Evaluation control documents
- Evaluation documents
- Price quotations
- Proposals and bids received
- Vendor selection reports

Disclosure of Bid Information or Proposals

The County shall not, in any way, be liable for the disclosure of any bid information or proposals if disclosure is required or permitted under the California Public Records Act or otherwise by law. A bidder's statement or page marking of "confidential," "trade secret," "proprietary," or otherwise does not create an exception. All bid information, proposals, or any part thereof, that are submitted in response to Purchasing Agent solicitations are public record.

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Photocopying Fees

The requestor may view public records on County premises at no cost. When photocopies are requested, the County will charge for photocopying services. The amount is set by the County Auditor-Controller, and is currently (February 2000) \$0.75 service charge and \$0.03 per copy.