



Request For Public Records

Requests for public records shall be made to the Business Office of Westlake Charter School (WCS). The Executive Director or designee may then determine the most appropriate WCS employee to assist in assembling any public records for production.

Any person may request a copy of any WCS record open to the public and not exempt from disclosure. Requests shall be submitted to:

Business Office
Westlake Charter School
2680 Mabry Drive
Sacramento, CA 95835
Phone: (916) 567-5760
Fax: (916) 567-5769
E-Mail: admin@westlakecharter.com

The request for public records must reasonably describe an identifiable record(s) so that WCS may properly determine what is being sought. WCS will assist in reformulating a request if it is not clear or is overly broad so that a response can be prepared.

Provisions of the California Public Records Act (Government Code § 6250 et seq.) shall not be construed to delay access for purposes of inspecting or receiving copies of records open to the public. Any notification denying a request for public records shall state the name and title of each person responsible for the denial.

WCS may charge for copies of public records or other materials requested by individuals or groups. The charge, based on the direct cost of duplication, has been set by the Board of Directors at .25 cents per page. The direct cost of duplication includes the pro rata expense of the copying equipment used and the pro rata expense in terms of staff time required to produce the copy. It does not include the cost of locating, retrieving, or inspecting records.

Requests to waive associated fees related to the direct cost of duplication shall be submitted to the Business Office and determined on a case-by-case basis.

Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other applicable statutes. When WCS claims an exemption or prohibition to disclosure of all or a part of a record it will identify the specific exemption or prohibition in its response. Where a record is subject to an exemption or prohibition only in part, WCS may redact the information that is exempt or prohibited, identify the exemption or prohibition, and produce the remainder of the record.

Within ten (10) days of receiving any request for a copy of records, the Executive Director or designee shall determine whether the request seeks copies of disclosable public records in the possession of WCS and promptly notify the requestor in writing of that determination. If the request is received after business hours or on a weekend or holiday, the next business day may



be considered the date of receipt. The 10-day response period starts with the first calendar day after the date of receipt. If the tenth day falls on a weekend or holiday, the next business day is considered the deadline for responding to the request.

In unusual circumstances, the Executive Director or designee may extend the 10-day limit for up to 14 days by providing written notice to the requestor and setting forth the reasons for the extension and the date on which a determination is expected to be made.

Unusual circumstances include, but only to the extent reasonably necessary to properly process the request, the following:

1. The need to search for and collect the requested records from field facilities or other locations that are separate from the office processing the request;
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. The need for consultation, which shall be conducted with all practicable speed, with another agency having a substantial interest in the determination of the request, or among two or more components of the School having substantial subject matter interest therein;
4. The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

If an inspection of records (rather than copies of records) is requested, any person shall have reasonable access, during normal business hours, to the public records of WCS within the requirements of state law. However, if records are not readily available, or if portions of the records to be inspected must be redacted to protect exempt material, then WCS must be given a reasonable period of time to perform these functions prior to inspection. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.