



CAMERON PARK AIRPORT DISTRICT

BOARD OF DIRECTORS POLICY

Subject: CPAD RECORDS DISCLOSURE GUIDANCE	Policy Number: 1.10 . . .
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INTRODUCTION

The California Public Records Act (CPRA) was originally enacted in 1968, and requires that governmental records be made accessible to the public upon request, unless otherwise exempted by law. A “public record” is “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.”

Records Not Open for Inspection:

The following records are not open for public inspection:

1. Preliminary drafts, notes or inter-agency or intra-agency memoranda which are not retained by the Agency in the ordinary course of business, provided that the public interest in withholding those records clearly outweighs the public interest of disclosure.
2. Records pertaining to pending litigation to which the Agency is a party, or to claims made pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled.
3. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.
4. Geological and geophysical data, plant production data, and similar information, relating to utility systems development, or market or crop reports, which are obtained in confidence from any person.
5. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination.
6. The contents of real estate appraisals or engineering or feasibility estimates and evaluations made fore or by the Agency relative to the acquisition of property, or the prospective public supply and construction contracts,



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until all of the property has been acquired of all of the contract agreement obtained.

7. Records the disclosure of which is exempted or prohibited pursuant to provisions of federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege.
8. Statements of personal worth or personal financial data required by the Agency acting in the capacity of a licensing agency and filed by an applicant with the Agency to establish his personal qualifications for the license, certificate, or permit he seeks.
9. Memoranda, correspondence, and writings submitted to the Agency or its Board of Directors by Agency's legal counsel pursuant to the attorney-client privilege.
10. The Agency is prohibited from allowing public access to "trade secrets." "Trade secrets" as used in this context may include, but is not limited to, any formula, plan, pattern, process, tool mechanism, compound, procedure, production data, or compilation of information which is not patented, which is known only to certain individuals within a commercial concern who are using it to fabricate, produce, or compound an article of trade or a service having commercial value and which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it.
11. Records pertaining to a utility customer, except to an agent or authorized family member of the customer in question, governmental or law enforcement agencies when appropriate, or unless disclosure is specifically required by law.
12. Documents related to Vulnerability Assessments.
13. Records that is otherwise exempt from disclosure under applicable state or federal law.
14. The Agency also possesses the discretion to claim an exemption in those instances where the public interest served by not making the record public clearly outweighs the public interest served by disclosure.

What special rules apply to electronic records?

1. In general, an electronic record must be provided to a requester in an electronic format when so requested if the requested format is one that has been used by the district to make a copy for its own use.
2. The cost of duplication is limited to the direct cost of producing a copy of a record in an electronic format (e.g., the cost of the disk, thumb drive or other electronic storage device).



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3. A requester bears the cost of producing a copy of the record, including cost to construct a record, and the cost of programming and computer services whenever:

- a. The record is produced only at otherwise regularly scheduled intervals.
- b. The request requires data compilation, extraction, or programming to produce the record.

4. If a record does not exist in electronic format, a district is not required to produce an electronic version of the record.

5. If a requester requests a paper copy of an electronic record, a district cannot insist on making records available only in an electronic format.

SUMMARY

Most documents used and produced by the Cameron Park Airport District are to be available to the public. The basic exceptions are pending legal issues, drafts, property acquisitions, personal information. If you are posting or releasing anything be especially careful if it contains any personal information or identifies individuals.

References:

Zone 7 Water Agency's Public Records Guidelines, May 2016, Livermore, Amador Valley water supply and flood protection district 7

California Public Records Act Compliance Manual for special districts, California Special Districts Association, second edition, 2019