

## **INSTRUCTIONS FOR REQUESTING PUBLIC RECORDS**

(Government Code Section 7920.00 et seq.)

1. To expedite your request, public records requests should be in writing. A Public Records Request Form can be submitted online at [www.metronetfire.org](http://www.metronetfire.org) downloaded and mailed to Metro Cities Fire Authority, 201 S Anaheim Blvd. Suite 302, Anaheim, CA 92805. You may also request a form be mailed to you by contacting the Clerk of the Board at (714) 765-4075. Please note that the information contained in the request is a public record and may be subject to public inspection pursuant to the California Public Records Act.
2. If your request is to inspect rather than receive copies, the responsive Department will make an appointment for a reasonable future date and time for such records. This is necessary to allow time to gather and review documents for compliance with the provisions of the California Public Records Act.
3. Requests must be for records in the possession of, prepared, owned, used, or retained by Metro Cities Fire Authority. [Gov. Code 7920.530] and must be identifiable records. Metro Cities Fire Authority staff are available to assist you in identifying those records in the Metro Cities Fire Authority possession. Metro Cities Fire Authority is not required by law to create a record or list from an existing record. Copies will not be provided if disclosure is exempt in accordance with State law.
4. The Metro Cities Fire Authority will make every effort to provide the documents in a reasonable time. You will be notified within ten (10) days of the date of your request:
  1. Whether the Metro Cities Fire Authority has records responsive to your request
  2. Whether the Metro Cities Fire Authority has records responsive to your request but is exempt from disclosure and the reasons for the exemption.
  3. Whether the Metro Cities Fire Authority will require an extension of time to determine if it has records responsive to your request.
5. Copy charges are enumerated on the Metro Cities Fire Authority Fee Schedule as adopted by the Joint Powers Authority (JPA) Board. The standard charge for copies of any specifically described and identified public records not exempt from disclosure is \$0.15 per page. Color copies are \$0.20 per page. Records are copied to a flash drive at \$10.00 per flash drive. Records stored by the Metro Cities Fire Authority in electronic format will be provided in the same electronic format when requested by any person. The Metro Cities Fire Authority is not required to produce public records in an electronic format when the requested records are not available electronically at the time of the request. Mailing charges will apply if necessary. Fee schedules are approved by the JPA Board and available upon request.
6. The Clerk of the Board will provide an invoice for charges due. These charges are due and payable upon receipt of the invoice. Upon remittance of the invoice amount, the records request will be copied and sent to the requestor. If arrangements for payment and production are not made within twenty (20) days of the date of the Metro Cities Fire Authority's response, a new request may have to be submitted.
7. Please refer to the California Public Records Act for further information. (California Government Code 7920.000 et seq.) or contact the Clerk of the Board, 201 S Anaheim Blvd. Suite 302, Anaheim, CA 92805; Phone (714) 765-4075.