

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Public Access to County Records

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Purpose

To establish Board Policy affirming the principles of access to County records in conformance with the California Constitution, the California Public Records Act, and other applicable law.

Background

In 1968, the California State Legislature enacted the California Public Records Act (Government Code Section 6250 et seq.) The Legislature, mindful of the right of the right of individuals to privacy, found and declared that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in the State. Accordingly, the California Public Records Act sets forth specific procedures for an agency's handling of requests for records, establishes various exemptions from disclosure requirements, and provides special, accelerated judicial remedies for persons who wish to challenge an agency's decision to withhold records.

In 2004, California voters approved Proposition 59, amending and incorporating into Article 1, section 3 of the California Constitution the principles of access and privacy established by the California Public Records Act and case law.

The Board of Supervisors desires to establish a formal written policy affirming the principles of access to County records in conformance with the California Constitution, the California Public Records Act, and applicable court decisions.

Policy

It is the policy of the Board of Supervisors that:

1. County officers and employees will adhere to the principles and procedures established by the California Constitution, the California Public Records Act, and other applicable statutes and court decisions, ensuring that every person who requests access to County public records is afforded such access within the confines of the law.
2. To that end, County officers and employees who are responsible for handling of records and requests for records shall:
 - (a) be familiar with the provisions of this Board Policy and other relevant County authorities as might be enacted or adopted, including, but not limited to County

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ordinances, Administrative Manual provisions, and group, departmental and office directives;

(b) avail themselves of training opportunities as might be presented by County Counsel or other County resources that relate to providing access to records under the California Constitution, the California Public Records Act, other applicable statutes, court decisional law, and relevant County ordinances, rules and regulations.

Sunset Date

This policy will be reviewed for continuance by 12-31-25.

References

- B/S Action 5-25-76 (59)
- B/S Action 6-22-76 (129)
- B/S Action 10-30-84 (88)
- B/S Action 9-27-88 (60)
- B/S Action 11-29-94 (40)
- B/S Action 6-12-07 (14)
- B/S Action 12-09-08 (33)
- B/S Action 11-08-11 (24)
- B/S Action 10-30-18 (23)

CAO Reference

1. County Counsel