

Procedure for Public Records Act Requests

- 1) All requests should be **submitted to the Clerk of the Board's Office** or via **NextRequest** (<https://sanbenitocounty-ca.nextrequest.com>). If the request is sent directly to the Clerk of the Board, they will upload the request on the County's Public Record's Request online portal (NextRequest).
- 2) Each department is responsible for compiling the requested records applicable to their department (except for records that the Clerk of the Board has on file). When the Clerk of the Board's office receives a request, they will notify the applicable departments regarding the documents that need to be located and the deadline to do so.
- 3) All responsive records located by a department should be forwarded to the Clerk of the Board's office.
- 4) The Clerk of the Board's office will coordinate with County Counsel and determine which documents are disclosable. The Clerk of the Board's office will then respond to the requestor and release the records via NextRequest.

Important Deadlines:

Pursuant to the California Public Records Act, the County has **10 days** (including weekends) after receipt of a request to initially respond to the requestor and let them know whether the records requested are disclosable and in the County's possession.

In most cases, after the initial 10 days, the deadline can be extended for an additional **14 days** (including weekends) to allow for more time to search for and produce records. Please note that after a department compiles the records, County Counsel still needs time to review them within these statutory deadlines.

Please contact the Clerk of the Board's office with any questions:

Jennifer Frechette, Clerk of the Board

JFrechette@cosb.us

(831) 636-4000, Ext. 13

Vanessa Delgado, Assistant Clerk of the Board

VDelgado@cosb.us

(831) 636-4000, Ext. 11

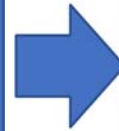
Request is received by the **CLERK OF THE BOARD (COTB)**.



Request is forwarded to the applicable departments.



Department compiles records and forwards them to the COTB **before** 10-day deadline (with possible 14-day extension).



COTB coordinates with County Counsel to determine disclosability.



COTB responds to the requestor and releases disclosable records.

IMPORTANT NOTE: *Please keep in mind that after a department compiles the records, County Counsel must review them and the Clerk of the Board must draft written correspondence, all **within** the 10- or 14-day statutory deadlines.*