



# Public Record Act Requests Procedures and NextRequest system

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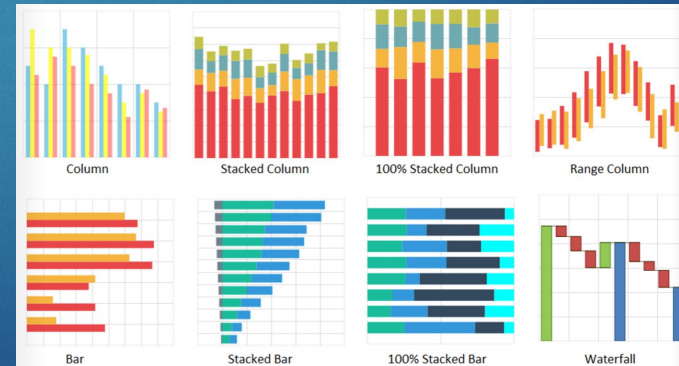
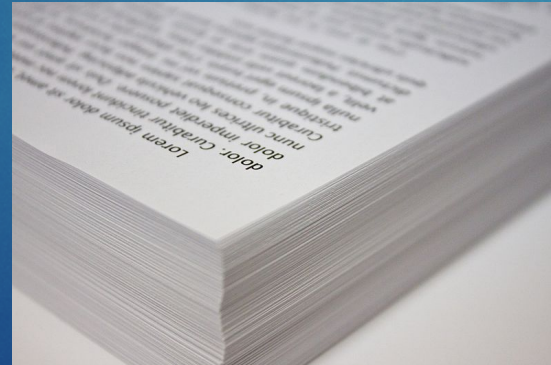
County of San Benito

# California Public Records Act (CPRA; Act)

- The California Public Records Act declares that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in the state because it gives the public an opportunity to monitor the functioning of their government.
- In accordance with the [California Public Records Act](#) ("Act"), Government Code §6250 et. seq., San Benito County (County) provides access to public records, except those exempt from disclosure by law. Under the Act, the public is entitled to copies of identifiable, non-exempt public records (Government Code §6253). The Act requires the County to provide access to, or copies of, records responsive to your request that are in its possession, subject to certain exceptions, pursuant to Government Code §6254, et seq.

# What is a Public Record

- ❖ The California Government Code 6253(e) defines public records as, "...any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristic." For example, public records can include, but are not limited to, papers, books, maps, charts, photographs, audiotapes, videotapes, and information stored on a computer.
- ❖ Public Record Act (PRA) provides access to *existing* documents.
- ❖ Agencies have **NO** duty to **create** documents OR answer questions.



# NEXTREQUEST: The All-in-One Records Request Platform

- County of San Benito has implemented NextRequest to accept, coordinate, and fulfill record requests all in one place.
- Software works cross-departmentally to streamline requests so that no request goes unanswered
- Members of the public may access our NextRequest portal through our county website: [www.cosb.us](http://www.cosb.us) and directly at <https://sanbenitocounty-ca.nextrequest.com/>

# Procedure for Public Records Request

- ▶ 1) All request that are clearly stated as a Public Record Request are to be submitted to the Clerk of the Board via NextRequest which can be found at: [www.cosb.us](http://www.cosb.us) and directly at <https://sanbenitocounty-ca.nextrequest.com>. If the request is sent directly to the Clerk of the Board, they will upload it on NextRequest.
- ▶ 2) Each Department is responsible for compiling the requested records.
- ▶ 3) All responsive records located by the department are to be forward to the Clerk of the Boards office.
- ▶ 4) The Clerk of the Board office will coordinate with County Counsel and determine which documents are disclosable.
- ▶ 5) The Clerk of the Boards office will then respond to the requestor and release records via NextRequest.

# Important Deadlines

- 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.
- 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 records. After a department complies the records, County Counsel still needs time to review.

Questions

