

# **Amador Tuolumne Community Action Agency**

## **Request of Public Information Protocol**

As a public agency, ATCAA is subject to the federal Freedom of Information Act (FOIA) and California Public Information Records Act (CPRA). The public has the right to receive copies of, or inspect ATCAA public records under these laws.

ATCAA also responds to requests from Transparent California which provides online information on employee rate of pay.

### **Guidelines:**

- 1) Any ATCAA employee who receives a request will document the date and time of request and then forward to Program Director and Executive Director no later than 24 hours from receipt.
- 2) The Executive Director or designee will research to determine if the information requested exists and research or contact Counsel to determine if the information is exempt from disclosure or if certain personal and private information should or can be redacted.
- 3) ATCAA staff will respond to the request within 10 days, or 14 days if an unusual circumstance exists, under current CPRA law.
- 4) Inspection of the public records will be made available during regular ATCAA business hours upon appointment.
- 5) If copies are requested ATCAA may charge for the copies per CRPA law.
- 6) Requests for inspection or copying of public records must be specific and focused. Where a request is not specific or focused, ATCAA will assist in identifying available records.
- 7) Requests may be submitted both orally and in writing and received by any ATCAA staff member either in person, by phone, email, fax or mail. For purposes of clarity, ATCAA encourages written requests but may not mandate request be in writing.
- 8) The scope of the request must be clear, or described clearly enough to permit the agency to determine whether writings of the type described are under its control.
- 9) Counsel should be consulted when clarity is needed.