



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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MEMORANDUM

TO: The Governing Board

FROM:  Joseph T. Edmiston, FAICP, Hon. ASLA, Executive Officer

DATE: September 5, 2018

SUBJECT: **Agenda Item VI(d): Consideration of a resolution updating the public records act policy.**

Staff Recommendation: That the Mountains Recreation and Conservation Authority (MRCA) update its public records act policy.

Legislative Authority: Section 6500 *et seq.* of the Government Code

Background: The MRCA last updated its public records act policy in 2006. The current policy does not specify how to make public requests by electronic mail. Staff have created a new email address (records@mrca.ca.gov) to receive these requests. The updated policy reflects this new email contact and removes the fax number to update MRCA's record request policies in line with current practices.

Fiscal Impact: Staff believe that this will have negligible fiscal impacts because the new policy reflects the current practice to receive requests by email.