

**CONSOLIDATED FIRE AGENCIES OF THE GREATER INLAND EMPIRE
MANUAL OF ADMINISTRATIVE COMMITTEE POLICIES**

POLICY: **3.001**

TITLE: **Public Access to CONFIRE Records**

ADOPTED: [_____]

REVISED: [_____]

Introduction

The Administrative Committee recognizes the right of citizens to access public records of CONFIRE pursuant to provisions of the California Public Records Act and other state or federal laws. The Director, or his/her designee, is directed to permit access to the public records of CONFIRE, excepting those records that the law permits CONFIRE to withhold from public disclosure.

Member Agency and Contracting Agency Records

CONFIRE is a joint powers authority that provides dispatch, communications support, and other assistance (“Assistance”) to various entities including its Member Agencies and Contracting Agencies.

The Administrative Committee directs the Director, or his/her designee, to forward a copy of any request for records to the appropriate Member Agency or Contracting Agency for comment to CONFIRE or to provide an opportunity to the Member Agency or Contracting Agency to seek a Court Order preventing disclosure, and to tender notice of this action to the requestor.