



CONFIRE

STAFF REPORT

DATE: 9/23/2021

FROM: Art Andres, Communications Director

TO: Administrative Committee

SUBJECT: Public Records Act – Policy 3.001

RECOMMENDATION

Adopt Administrative Policy 3.001- Public Access to CONFIRE Records.

BACKGROUND

Citizens have a right to access public records of CONFIRE as outlined in the California Public Records Act (PRA) and other state or federal laws. Multiple factors are considered while adhering to PRA requests including private health care information, laws permitting CONFIRE to withhold public disclosure and individual agency desire to communicate directly with the person or entity submitting the PRA.

Administrative Policy 3.001 defines the right of the public to access records, the Director's, or his/her designee, ability to release information according to the PRA and individual CONFIRE agencies ability to provide comment prior to release.