



**TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE
AGENDA REPORT**

MEETING DATE: 04/28/2026

ITEM NO: 2

DATE: April 28, 2026
TO: Council Policy Committee
FROM: Wendy Wood, Town Clerk
SUBJECT: Review and Provide Direction on the Proposed Public Records Policy

RECOMMENDATION:

Review and provide feedback on the proposed Public Records Policy and provide direction regarding forwarding the policy to the Town Council.

BACKGROUND:

The California Public Records Act (CPRA) establishes the public's right to access government records and requires local agencies to respond to requests in a timely and transparent manner. While the Town currently complies with applicable law, it does not have a comprehensive, formalized Council Policy that consolidates procedures, definitions, and expectations related to public records requests.

The proposed policy is intended to provide a clear, consistent framework for responding to public records requests in accordance with Government Code Section 7922.630 and other applicable provisions of state law.

DISCUSSION:

The proposed Public Records Act Policy formalizes the Town's existing practices and establishes a consistent, Town-wide approach for receiving, processing, and responding to requests for public records. It incorporates statutory response requirements, including a clear explanation of the ten-day determination period and allowable extensions under defined circumstances. To support consistent interpretation, the policy provides clear definitions of key terms, such as public records, electronic records, standard and voluminous requests, and unusual circumstances. It also ensures compliance with legal requirements to protect exempt information, including the redaction or withholding of confidential and privileged records as required by law.

The policy reflects the Town's obligation to assist requesters in identifying responsive records, clarifying requests as needed, and navigating the public records process. It also clarifies that the

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Act applies to existing records and does not require the creation of new documents or responses to general questions.

In addition, the policy acknowledges operational considerations that may affect the timing and manner of responses. It recognizes that requests can vary in scope and complexity and may require coordination across multiple departments or extensive review for exempt information. Accordingly, the policy allows for practical approaches that balance timely responses with operational demands, including reasonable timelines and the use of rolling production to provide records as they become available. This approach supports timely access to responsive records while managing workload considerations.

The policy also provides information on the public's right to inspect records, the availability of records in electronic formats where feasible, and the application of fees in accordance with the California Public Records Act and the Town's adopted fee schedule.

Adoption of a formal Public Records Act Policy will promote transparency and public trust by clearly communicating how the Town handles requests for information. It also serves an important educational function by helping members of the public understand what constitutes a public record, how to submit a request, and what to expect during the process. By setting clear expectations regarding timelines, exemptions, and procedures, the policy reduces confusion and improves the overall efficiency of request handling.

Finally, formalizing these procedures supports compliance with state law and helps ensure that requests are handled consistently across the organization. This reduces the risk of inconsistent practices and strengthens the Town's ability to meet its legal obligations.

CONCLUSION:

Staff requests the Committee's feedback and direction on the draft policy. If the Committee recommends forwarding the policy to the Town Council for consideration and adoption, staff will incorporate any edits and return with a final version for Council review and approval.

COORDINATION:

The preparation of this report was coordinated with the Town Manager's Office and the Town Attorney.

Attachments:

1. Draft Policy