

Access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state. Records of the County of Los Angeles which are not exempt from disclosure are available for inspection and copying in accordance with the California Public Records Act upon a request that reasonably describes an identifiable record or records. (Los Angeles County Code § 2.170.010(a).)

The California Public Records Act is found in the California Government Code, beginning at Section 6250. Records subject to inspection and copying include any writings, meaning any handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any form of communication or representation, including information available in an electronic format. (See, Government Code §§ 6252(f) and 6253.9.)

The County of Los Angeles does not maintain a centralized record keeping system. County departments, agencies, commissions and committees process innumerable requests for records on a daily basis at various public facilities dispersed throughout the County.

The list of all County departments, agencies, commissions and committees is available on the County's website at <http://lacounty.gov>.

Requests to inspect and copy public records which are not otherwise immediately available to the public should be made directly to the responsible department or agency head, commission or committee secretary, or to his or her designee. A PDF document containing a list of designated County Department contacts is available here. Please submit requests directly to the contact listed.

If a member of the public is unable to contact the appropriate department and needs assistance, the Public Affairs Office of the Chief Executive Office, located at Room 358, Kenneth Hahn Hall of Administration, 500 W. Temple Street, Los Angeles, 90012, will direct the individual to the appropriate department, agency, commission or committee.

Note: The Public Affairs Office does not collect requests for records from other departments. Requests for departmental public records should be submitted to the appropriate department and **not** to the Public Affairs Office.

Records may be described by their content. It is the responsibility of the department, agency, commission or committee to search for records based on the criteria set forth in the records request, and to determine whether it has such records under its control.

Records shall be made promptly available for inspection, and for copying within ten (10) calendar days. In unusual circumstances, the ten (10) days may be extended by written notice from the department or agency head, commission or committee secretary, or from his or her designee, for no more than an additional fourteen (14) days as provided by law.

Within the timeframe for responding to a public records request, it is the responsibility of the department or agency head, commission or committee secretary, or his or her designee, to contact the Office of the County Counsel if any question exists whether any record, or portion of any record, is exempt from disclosure. The County Counsel shall be responsible for providing advice to the department, agency, commission or committee, and for assisting the department, agency, commission or committee in drafting a written response if an exemption is claimed.

A fee for copies of public records may be charged which covers the direct costs of duplication as determined by the County's Auditor-Controller. (Los Angeles County Code § 2.170.010(a).) It is the policy of the Los Angeles County Board of Supervisors to waive charges for duplicating routine records when requested by the media. (Board of Supervisors Policy Manual, "Media Policy Guidelines For Departments," Policy #3.140 adopted 03/29/94.)

Adopted by the Los Angeles County Board of Supervisors, April 2, 2002.