

**Opportunities for Learning Capistrano**  
**Inspection of and Request for Public Records Policy**

**I. Purpose**

This Policy sets forth Opportunities for Learning Capistrano’s (“School”) policies and procedures regarding requests for inspection of the School’s public records under the California Public Records Act (“PRA”) (Government Code section 6250 *et seq.*). The School recognizes the public’s right to access public records and intends to provide public members with reasonable access to public records consistent with the law. If any provision of this Policy conflicts with the law, the law shall take precedence.

**II. How to Request Records**

Requests for the School’s public records must be submitted to:

Assistant Principal of Instructional Operations  
Opportunities for Learning Capistrano  
5900 Irwindale Ave., Suite 140 Irwindale, CA 91706  
publicrecords-Capo@propelcmg.org

To ensure that requests can be responded to appropriately, the School encourages that all requests be made in writing by submitting a Public Records Request Form, attached as Appendix A. To the extent possible, the requestor should specify, in writing, the records sought with sufficient detail to enable the School to identify particular records.

**III. Right to Inspect**

To the extent required by law, the School will make available all public records open to inspection by any person during normal business hours and by appointment. Copies of public records may be obtained by any person, subject to compliance with the procedures set forth in this Policy and consistent with the law.

**IV. Records Exempt from Disclosure**

There are numerous circumstances under which public records are exempt from disclosure. Whether an exemption applies will be determined on a case-by-case basis. The School will determine which records or a portion thereof are exempt from disclosure consistent with the PRA and other relevant state and federal laws. The notification of denial or withholding of records must be in writing and shall provide the reason for the denial or withholding of records and shall set forth the names and titles or positions of each person responsible for the denial.

**V. Procedures for Responding to Requests for Inspection or Copies of Records**

The School will follow a two-step process when responding to a PRA request. First, within 10 calendar days of receiving any request to inspect or copy a public record, the

School shall acknowledge receipt of the request and inform the requestor whether the School has disclosable public records in its possession that are responsive to the request and when it will make them available. If the School determines that it will not provide some records, it shall provide the grounds for withholding them and shall set forth the names and titles or positions of each person responsible for the denial. Second, if the School determines that it has disclosable documents, it shall make the documents available within a reasonable time.

In unusual circumstances, the School may extend the 10-day limit for up to an additional 14 days by providing written notice to the requestor setting forth the reasons for the extension and the date on which a determination is expected to be made. No notice shall specify a date that would result in an extension for more than 14 days.

If the request is ambiguous or unfocused, the School shall make a reasonable effort to elicit additional clarifying information from the requestor that will identify public records responsive to the request. To the extent reasonable under the circumstances, the School shall do all of the following in assisting the requestor:

1. Assist the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated;
2. Describe the information technology and physical location in which the records exist; and
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

These requirements are deemed to have been satisfied if the School is unable to identify the requested information after making a reasonable effort to elicit additional clarifying information from the requestor that will help identify the record or records.

The School may charge a reasonable fee (not to exceed the direct costs of duplication) for preparation of copies of identifiable public records. For example, as of the date this policy is approved, the cost for a standard size (8.5 x 11) paper copy is \$0.15 per page (black and white) and \$0.25 per page (color). Deposit of applicable fees is required prior to preparation and delivery of any requested records.

**Policy Approved by Board on April 27,2020.**

