

RULE 203 - INSPECTION OF PUBLIC RECORDS - DISCLOSURE PROCEDURE

- A. A request to inspect public records in the custody of the District need not be in any particular form, but it must describe the records with sufficient specificity to enable the District to identify the information sought. The District shall require that a request to inspect be in writing, and such a request shall include but shall not be limited to the following:
1. Name of applicant;
 2. Address and legal residence of applicant, if required for mailing purposes;
 3. Emission source of interest;
 4. Date of period of emissions of interest.
- B. The District shall make available the records requested, with the exception of those records specifically exempted from disclosure by state law and those records labeled pursuant to Rule 201 as "trade secret" which are not emission data, within ten (10) working days of the date of receipt of the request therefore. If, for good cause, the information cannot be made available within ten (10) working days, the District will notify the requesting person the reasons for the delay and when the information will be available. Those records labeled as "trade secrets" shall be governed by the procedure set forth in Rule 204.
- C. Within five (5) working days of receipt of a request to inspect public records, the District shall advise the requesting person of the following facts when appropriate:
1. The location at which the public records in question may be inspected and the date and office hours during which they may be inspected;
 2. If copies of the public records are requested, the cost of providing such copies;
 3. Which of the records requested, if any, have been labeled pursuant to Rule 201 as "trade secret" and are not public records. In such a case, the District shall give the notice required by Rule 204(B);
 4. The specific reason why the records cannot be made available, if such is the case. Reasons for unavailability may be, but are not limited to the following: the records are exempt from disclosure by state law; the records cannot be identified from the information contained in the request; the records do not exist; the District has determined pursuant to Section 6255 of the Government Code that on the facts of the particular case the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the records; or the records in question are not in custody of the District. In the latter situation the District shall, if possible, notify the requesting party of the entity most likely to have custody of the records requested.