

RECLAMATION DISTRICT 1614
RESOLUTION 2018-02

RESOLUTION AUTHORIZING E-MAILING OF DOCUMENTS RESPONSIVE TO A
PUBLIC RECORDS REQUEST

WHEREAS, the California Public Records Act, set forth in Government Code Section 6250 et. seq., does not require a public agency to send responsive documents it has in electronic format to a requesting party via e-mail; and

WHEREAS, the Board of Trustees ("Board") of Reclamation District 1614 ("District") desires to establish a policy authorizing its staff to e-mail documents responsive to a Public Records Request that it already stores in an electronic format as set forth in this resolution to avoid additional time and costs associated with mailing of responsive documents;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The District's Board hereby establishes a policy allowing District staff to send via e-mail or similar electronic communication method any responsive documents it already maintains in an electronic format to the person making a Public Records Act request as long as the person making the requests consents to receiving the records via e-mail.

PASSED AND ADOPTED by the Board of Trustees of Reclamation District 1614, at a regular meeting thereof, held on February 5, 2018, by the following vote:

AYES:	<u>3</u>
NOES:	<u>0</u>
ABSENT:	<u>0</u>
ABSTENTION:	<u>0</u>

RECLAMATION DISTRICT 1614
A Political Subdivision of the
State of California

By: 
PRESIDENT

ATTEST:


SECRETARY

CERTIFICATION

I, _____, Secretary of Reclamation District 1614, do hereby certify that the foregoing is a full, true and correct copy of a resolution of Reclamation District

1614 duly passed and adopted at a regular meeting of the Board of Trustees thereof held on the 5th day of February, 2018.

Dated: _____, 201_

SECRETARY, Reclamation District 1614