

**BUTTE COUNTY ASSOCIATION OF GOVERNMENTS**  
**INSTRUCTIONS FOR REQUESTING RECORDS**  
**California Public Records Act, Govt. Code Sections 7920.000 - 7931.000**  
**Effective January 1, 2023**

- 1) To expedite your request, all requests for public records should be in writing. A Public Information Request form can be filled out at the following web page:

<https://www.bcag.org/About-BCAG/Public-Information-Request/index.html>

A written request may also be completed and sent via fax to (530) 879-2444 or by email to [awhite@bcag.org](mailto:awhite@bcag.org) or [info@bcag.org](mailto:info@bcag.org).

**Emailed/Faxed requests must include the each of the following ten (10) items:**

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| 1) Name of Requestor                               | 2) Name of Requesting Agency, Business, etc. |
| 3) Mailing Address (Street, City, State, Zip Code) | 4) Phone/Fax Number                          |
| 5) Email Address of Requestor                      | 6) Date of Request                           |
| 7) Detail of Records Requested                     |  |
- \*Note: Incomplete, indeterminate or erroneous details will result in a delay of response.
- 8) Time Period of Requested Documents (From/To)
- 9) Do you understand that requestor may be invoiced (with prior notice to requestor) for reasonable charges/costs for excessive staff time, materials and/or duplication associated with the request?
- 10) Do you intend to inspect documents in person?

- 2) Requests must be for any records prepared, owned, used, or retained by BCAG (Gov. Code Secs. 7920.530(a), 7920.545). Requests should be for clearly identifiable records. If necessary, BCAG staff will assist the requestor in making a request that describes reasonably identifiable records (Gov. Code Sec. 7922.600).
- 3) Requestors will be notified by mail or email within ten (10) business days whether your request seeks copies of disclosable public records prepared, owned, used, or retained by this agency. In most cases, your request will be completed within one (1) week.
- 4) If the search for records finds the records voluminous, difficult to extract due to age, etc. you will be notified of the approximate volume of records and/or additional length of time or difficulty it will take staff to process your request.
- 5) If the records you requested have been marked confidential by the source of the record, redacted records will be provided as allowed within the above federal and state regulations. Sources of the confidential information will be allowed to provide BCAG/B-Line any related documents in a redacted format for BCAG/B-Line to provide to the requestor.
- 6) If your request is to review records, rather than receive copies, BCAG will notify you once the records are gathered, and arrangements will be made for your review.
- 7) Paper duplication/copying charges are \$0.15/page each for 10 or more pages.

When records are requested in electronic format, the requestor shall bear the cost of producing a copy of the record, including the cost to construct the record and the cost of programming and computer services necessary to produce a copy of the record when either of the following applies: (1) BCAG would be required to produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals, or (2) the request would require data compilation, extraction, or programming to produce the record. (Gov. Code Sec. 7922.575).

The transfer of gathered electronic records onto CD, diskette or portable USB (a.k.a. thumb drive) typically costs between \$0.00 and \$10.00 each. An invoice will accompany your records when completed.

- 8) 8.For further clarification please refer to the California Public Records Act ([California Gov. Code Sec. 7920 et seq.](#))