

<h1>California Public Records Act Request Policy</h1>	Document No.	
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1. Purpose

This policy establishes guidelines for the employees in the Auditor-Controller's Office to follow when there has been a California Public Records Act request for Sutter County employee related information.

2. Revision History

Date	Rev. No.	Change	Reference Section(s)
06/30/2011	1.0	Procedure drafted	Not Applicable

3. Departments Affected

Auditor-Controller's Office employees.

4. Policy

The policy of the Board of Supervisors is to refer all California Public Records Act requests for Sutter County employee related information to the Human Resources Department.

5. Definitions

5.1. California Public Records Act

The fundamental precept of the California Public Records Act is that governmental records shall be disclosed to the public, upon request, unless there is a specific reason not to do so.

6. Responsibilities

6.1. The Auditor-Controller is responsible for ensuring compliance to the policy.

6.2. Employees are expected to adhere to the guidelines of this policy.

7. Procedure
Not applicable.