



Humboldt County Association of Government

Public Records Request Procedures

August 2024

HCAOG is committed to transparency and dedicated to meeting the requirements of the California Public Records Act. Much of HCAOG's plans, work products, meeting agendas and records can be found online at [www.hcaog.net](http://www.hcaog.net). In the case that a record cannot be found on the HCAOG website, a public records act request may be filed. If you are requesting a record through a public records act request that is already available online you will be redirected to the website where the record is available. (Government Code section 7922.545(a)).

### **How to request copies of public records from Humboldt County Association of Governments (HCAOG)**

Public Records Act requests can be made verbally or in writing. Once a request is made HCAOG staff will work diligently to reply within 10 calendar days the timeframes set by the Public Records Act. In some circumstances, an additional 14 days maybe required to procure documents.

#### Verbal Requests

- In person at our office located at 611 I St. Suite B, Eureka, CA 95501
- Over the phone: 707-444-8208

#### Written Requests

- Delivered personally, or via U.S mail or other courier, to our office at 611 I St. Suite B, Eureka, CA 95501
- By emailing [info@hcaog.net](mailto:info@hcaog.net)

HCAOG is generally open between 8:30 a.m. to 5 p.m. Monday through Friday, excluding state and federal holidays. Please note that due to limited staff and off-site commitments, the office is not always open during these hours. It is best to call ahead.

### **PRA Request Guidelines**

- Requests must be reasonable. Requests need to describe existing, reasonably identifiable records that are relevant to the business of HCAOG.
- Requests do not need to be formal or technically accurate. Requests need not cite the PRA statute or other legal provisions. Requests for documents will not be rejected due to technicalities.
- Requestors have privacy rights. State law permits the requestor to keep his or her identification, contact information, and any organizational affiliation private. However, HCAOG will ask the requestor to provide this information as a courtesy to facilitate communication in response to the request.
- HCAOG will assist the requestor to make a focused and effective request. The more specific the request, the more HCAOG will be able to be responsive. If there is ambiguity or if the request would entail massive amounts of records, staff will seek clarification on the request and focus the request if possible. Example: The requestor states, "I'd like information about the amount of money HCAOG is giving out in grants this year." HCAOG staff would then work with the requestor to clarify which type of grants, and whether the requestor seeks a grand total or by grantee. The goal is to provide the requestor with information that is as relevant to his or her specific needs as possible.