

RECORDS DISCLOSURE

Section 1. Intent.

It is the intent of the Napa County Fair Association (the “Association”) to provide the public with reasonable access to records of the Association in accordance with this Records Disclosure Policy (“Policy”). It is also the intent of the Association to comply with the provisions of the California Corporations Code regarding access to records governed by that Code.

Section 2. Examination of Records

(a) Records that are not confidential, privileged, protected by privacy interests, or otherwise protected or limited from disclosure by law, shall be available for inspection by any person during regular office hours at the principal office of the Association. Any person requesting disclosure of a record is requested to complete the “Request for Disclosure of Record” form, attached hereto as Exhibit A.

If the request is for voluminous records or potentially protected records, the records may not be available for immediate inspection. The Chief Executive Officer, or her/his designee, shall serve as the Association’s Records Officer and will respond to all requests as soon as reasonably practicable.

(b) The examination of the records shall be carried out in the manner the Records Officer deems appropriate while safeguarding the records and maintaining the efficient conduct of the Association’s business. Any reasonably segregable portion of a record may be provided to any person requesting such record after deletion of the portions which are deemed confidential, privileged, protected by privacy interests or otherwise protected or limited by law, as determined in the reasonable sole discretion of the Association or its’ Records Officer.

(c) Requests for Association membership information will be processed under the provisions of Corporations Code Section 6330, *et seq.* and the Association’s separate policy on Inspection of Membership Lists.

Section 3. Refusal to Disclose

The Records Officer may determine that any document should not be disclosed to a person requesting it on the basis of confidentiality, privilege, privacy, or any other reason based in law or within the Records Officer’s reasonable sole discretion, and the Records Officer shall so inform the person requesting disclosure.

Section 4. Cost for Copies of Records

(a) A charge in the amount of the actual cost of copying and any actual costs of mailing shall be made for a copy of any record requested. The Association reserves the right to charge a reasonable fee for locating or handling documents and requests.

(b) The Records Officer shall determine the cost of the copies and postage where applicable, and advise the requesting party of the cost.

(c) The requesting party shall present payment of the cost to the Records Officer who shall certify the amount paid, provide a receipt to the requesting party, and provide the requesting party with the documents requested.

Section 5. Records in Electronic Format

(a) If the Association determines that a record should be provided under this Policy and the person seeking disclosure requests that the Association make the record available in electronic format, the Association shall make the information available in the electronic format in which it holds the information. The cost of duplication shall be limited to the direct cost of producing a copy of a record in an electronic format.

(b) The Association shall not reconstruct a record in an electronic format if the record is no longer available in an electronic format, nor shall the Association release an electronic record in the electronic form in which it is held if the release of the electronic record will jeopardize or compromise the security or integrity of the original record or of any proprietary software in which the record is maintained.

Section 6. No Cost for Certain Material

Notwithstanding the provisions of Section 4 above, no charge shall be made to any person requesting copies of the following documents:

- Fact sheets and informational bulletins
- Board agendas, minutes or resolutions

The Association may, however, from time to time, establish a reasonable annual fee based on the estimated cost of providing the service for any member of the public requesting regular notice of all Board meetings.

Appendix A - REQUEST FOR DISCLOSURE OF RECORDS

(To be completed by the person seeking disclosure of records)

Contact Information:

Name

Mailing address

City, State, and zip code

Phone number

Email address

Documents Requested (please be specific):

Note: THE ACTUAL COST OF COPYING AND ANY POSTAGE FOR MAILING WILL BE CHARGED FOR A COPY OF ANY DOCUMENT PROVIDED.

Indicate preference for receiving documents (mark the box):

- Pick-up at Main Office (charge for copies only)
- Mail to me at the above address (charge for copies + postage)
- Email to me at _____ (no charge for documents)

Return Request to:

Carlene Moore
Records Officer

Napa County Fair Association
1435 N Oak Street
Calistoga, CA 94515