

Options for Youth – San Gabriel

Inspection of and Request for Public Records

Revised 6.2026

Purpose

This Policy sets forth Options for Youth San Gabriel's ("School") policies and procedures regarding requests for inspection of the School's public records under the California Public Records Act ("PRA"). The School recognizes the public's right to access public records and intends to provide public members with reasonable access to public records consistent with the law. If any provision of this Policy conflicts with the law, the law shall take precedence.

How to Request Records

Requests for the School's public records must be submitted to:

Assistant Principal of Instructional Operations
Options for Youth, San Gabriel
16023 E. Arrow Hwy, Suite C
Irwindale, CA 91706
publicrecords@ofy.org

To ensure that requests can be responded to appropriately, the School encourages that all requests be made in writing by submitting a Public Records Request Form, attached as Appendix A. To the extent possible, the requestor should specify, in writing, the records sought with sufficient detail to enable the School to identify particular records.

Right to Inspect

To the extent required by law, the School will make available all public records open to inspection by any person during normal business hours and by appointment. Copies of public records may be obtained by any person, subject to compliance with the procedures set forth in this Policy and consistent with the law.

Records Exempt from Disclosure

There are numerous circumstances under which public records are exempt from disclosure. Whether an exemption applies will be determined on a case-by-case basis. The School will determine which records or a portion thereof are exempt from disclosure consistent with the PRA and other relevant state and federal laws. The notification of denial or withholding of records must be in writing and shall provide the reason for the denial or withholding of records and shall set forth the names and titles or positions of each person responsible for the denial.

Procedures for Responding to Requests for Inspection or Copies of Records

The School will follow a two-step process when responding to a PRA request. First, within 10 calendar days of receiving any request to inspect or copy a public record, the School shall acknowledge receipt of the request and inform the requestor whether the School has disclosable public records in its possession that certain requested records are exempt, it shall provide the grounds for withholding them and shall set forth the names and titles or positions of each person responsible for the denial. Second, if the School determines that it shall make the documents available within a reasonable time.

In unusual circumstances, the School may extend the 10-day response timeline for up to an additional 14 days by providing written notice to the requestor setting forth the reasons for the extension and the date on which a determination is expected to be made.

No notice shall specify a date that would result in an extension for more than 14 days. If the request is ambiguous or unfocused, the School shall make a reasonable effort to elicit additional clarifying information from the requestor that will identify public records responsive to the request. To the extent reasonable under the circumstances, the School shall do all of the following in assisting the requestor:

1. Assist the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated;
2. Describe the information technology and physical location in which the records exist; and
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

These requirements are deemed to have been satisfied if the School is unable to identify the requested information after making a reasonable effort to elicit additional clarifying information from the requestor that will help identify the record or records.

The School may charge a reasonable fee (not to exceed the direct costs of duplication) for preparation of copies of identifiable public records. Deposit of applicable fees is required prior to preparation and delivery of any requested records.

**Options for Youth - San Gabriel
PUBLIC RECORDS REQUEST FORM**

Requestor's Information

Name: _____ Title: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Records Requested

I am requesting the following documents:

Check the applicable box: I am seeking [] copies or [] inspection of the documents listed above.

I understand that the School will respond to all public records requests in compliance with the timelines provided under state law and consistent with its policies.

I understand that in accordance with the School's Policy for Inspection of Public Records, the School may charge a fee for copies of public records as specified above. Payment is required in advance of delivery of any requested records. If more than 15 pages are requested, the School may require a deposit before making copies.