Kern County Administrative Bulletin

ADMINISTRATIVE BULLETIN NO. 22

Issued: October 22, 2024

SUBJECT: PROCEDURES FOR PUBLIC RECORDS REQUESTS

Purpose

The purpose of the Procedures for Public Records Requests bulletin is to ensure that responses to public records requests are administered with consistency, comply with all State and federal laws, and provide an efficient and transparent workflow for all County responses.

Procedures

The following procedures shall apply to all Kern County departments with an assigned administrator to the NextRequest Public Records portal.

- Every County department shall have a designated staff member that is responsible for coordinating requested records for public records act requests. The County Administrative Office (CAO) and County Counsel will maintain a list of designated staff. It is the responsibility of County departments to update the CAO and County Counsel if there is a change in staff assignments.
- All requests should be submitted through the Public Records Act (PRA) portal. If a request is made to a County department through another method (letter, phone, email, etc.), designated department staff shall enter that request into the PRA portal.
- The PRA portal will have an option for requestors to identify the applicable County department for each request. The County Administrative Office will verify that the appropriate department(s) are identified. If the incorrect department is identified or no department is selected, the County Administrative Office shall be responsible for re-assigning the request to the correct department(s).
- Each department is responsible for compiling the requested records applicable to their department and ensuring compliance with applicable deadlines.
- The Office of County Counsel and County Administrative Office will provide oversight of every request to ensure compliance and fulfillment of the request:
  - Verify that the request is assigned to the appropriate County department/division.
  - Confirm that responses are provided within the required time frame.
  - Coordinate extension requests.
  - Determine which documents are disclosable prior to release of the records.