

**Public Records Requests  
“Procurements and Contracts”**

- A.** Pursuant to the California Public Records Act (California Government Code §§. 6250 *et seq.*), the public has a right to access public information maintained by government agencies, such as the Purchasing Division.
- B.** The City will make any public record or any reasonably distinguishable portion of a public record available for inspection or copying.
- C.** "Records" as defined by Govt. Code Section 6252, subdivision (e), include any writing owned, used, or maintained by the department in the conduct of its official business. Writings include information recorded or stored on paper, computers, email, or audio or visual tapes.
- D.** The requester must provide specific information about the records they seek. Information should be as specific as possible and this includes, but is not limited to:
- i. Solicitation number and title.
  - ii. Contract or Purchase Order number.
  - iii. Vendor(s) name and location.
  - iv. Buyer's name.
  - v. Fiscal year (s).
  - vi. Type of procurement/commodity.
- E.** Upon receipt of a request for the City Purchasing records, the City shall determine if the records are accessible and available within the departments' records system and notify the requestor of such determination (Government Code Sections 6250-6261).
- F.** Requests for records must be in writing. A written request for records can be submitted electronically via email, mail, or deliver in person to:

Physical Address:  
City of Oxnard  
Attn: City Clerk  
300 West 3<sup>rd</sup> Street, 4<sup>th</sup> Floor  
Oxnard, CA 93030

- G.** Requests must be for clearly identifiable records in the possession of, prepared, owned, used, or retained by the Purchasing Division. The City is not required by law to create a record or list from an existing record. Additionally, the City is not required to provide custom data files or formats if they do not exist. Copies will not be provided if the disclosure is exempt in accordance with State law. For example, trade secret information is exempt from disclosure pursuant to California law.
- H.** The standard charge for copies of records is \$0.10 per page for black and white copies and \$0.25 per page for color copies. Records stored by the City in electronic format will be provided in the same electronic format when requested. The City is not required to produce records in an electronic format when the requested records are not available in electronic format at the time of the request. Mailing charges may apply, if necessary.
- I.** The City will provide an invoice for charges due. These charges are due and payable upon receipt of the invoice. Upon remittance of the invoice amount, the records requested will be copied and sent to the requestor. If arrangements for payment and production are not made within ten (10) business days of the date of the City's response, a new request may have to be submitted.

#### **Not Subject to Public Records Requests**

- A.** During a procurement process where an award has not been made, information pertaining to the ongoing bid regarding bid responses and participating bidders is not subject to disclosure pursuant to the Public Records Act, until a public award is announced.
- B.** A public records request cannot be accommodated during a bid evaluation or prior to a formal award of a solicitation.