



# Baypoint Preparatory Academy

## Public Records Request Process

Baypoint Preparatory Academy (“BPA”) is committed to transparent and open public agency practices. BPA responds to requests for public records pursuant to the California Public Records Act (CPRA), Government Code sections 6250 et seq. Per Government Code section 6253, BPA will respond within 10 days from receipt of a public records request as to whether disclosable public records exist. In some cases, a 14-day extension to respond may be necessary. If BPA determines non-exempt, disclosable public records exist, they will be made available within a reasonable timeframe and following the required payment, if applicable, for copies of such records.

Requests can be made by mail, electronic mail (email), using the contact information indicated below.

Attention: Executive Director  
Baypoint Preparatory Academy  
520 East Carmel  
San Marcos, CA 92078  
P.O. Box 2108  
San Marcos, CA 92079  
Phone: (760) 203-4383  
Email: [contact@baypointprep.org](mailto:contact@baypointprep.org)

# Information on CPRA Requests

Information contained in a CPRA request is considered public record, and may be subject to public inspection, pursuant to Government Code Section 6252(e).

BPA will make every effort to provide responsive records in a reasonable time. You will be notified within ten (10) days from the date of receipt of your request:

- Whether BPA has records responsive to your request and the page count and required payment, if applicable, to produce copies of such records, and/or
- If BPA has records responsive to your request, but which are exempt from disclosure and the reasons for exemption, and/or
- In case BPA requires an extension of time to determine whether it has records responsive to your request.

If your request was received after business hours or on a weekend or holiday, the next business day will be considered the date of receipt. The 10-day response period starts with the first calendar day after the date of receipt (Cal. Civ. Code § 10.). You will be contacted by the Custodian of Records if there are questions regarding your request.

If your request is to inspect rather than receive copies, the Custodian of Records will contact you within the response period to schedule an appointment for a reasonable future date/time for the inspection of such records. This is necessary to allow time to gather and review documents for compliance within the provisions of the CPRA. Requests (inspection and copies) must be for records in the possession of, prepared, owned, used, or retained by BPA (Gov. Code § 6252(e)) and must be for clearly identifiable records.

The request must be focused, specific, and clear enough so that BPA can understand what record or records are being sought. BPA is not required by law to create a record or list from an existing record. Copies of public records will not be provided if disclosure is exempt in accordance with law. Exempt records may include personal and/or confidential information.

The standard charge for copies of any specifically described and identified public record not exempt from disclosure is \$0.15 per page. Records stored by BPA in electronic format will be provided in the same electronic format. BPA 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 will apply, if necessary. The Office of Business Services will provide an invoice for charges due. These charges are due and payable upon receipt of the invoice.

Baypoint Preparatory Academy is subject to California laws relating to public records. Emails sent or received BPA employees or elected BPA officials are subject to these laws. Unless otherwise exempted by law, senders and receivers of BPA email should presume that the email is a public record subject to release upon request.

For more information, please refer to the provisions of the California Public Records Act or contact the Custodian of Records at (760) 203-4383.