

TRANSPARENCY AND PUBLIC RECORDS POLICY

Date of Approval: January 21, 2026

Revision: 1/26

- I. **Purpose:** San Andreas Regional Center is committed to transparency in its use and disbursement of public funds in service to residents of California with developmental disabilities. The regional center acknowledges and seeks to fulfill its obligations to provide information to the public under the Lanterman Developmental Disabilities Services and California Public Records Acts.
- II. **Policy Statement:** To promote transparency and accountability, and to maintain the trust of our community, San Andreas Regional Center provides timely access to public information about the regional center both directly and upon request. The regional center will comply with applicable federal and state laws relating to the confidentiality and privacy of the information and records of people we currently or have served.

In compliance with applicable law, the regional center makes the following information available on its website:

1. IRS Form 990.
2. Annual independent audits.
3. Biannual fiscal audits by the Department of Developmental Services.
4. Current salary schedule for all personnel classifications.
5. Prior fiscal year regional center operations expenditures, including managerial, consultant, accounting, personnel, labor relations, and legal services.
6. Contract awards, including the purpose, amount, and the entity awarded.
7. Regional center purchase of service policies.
8. A directory of service providers, other than vouchered individuals served or their family members, including name, type of service(s) provided, and contact information.
9. Board meeting agendas and approved minutes of open board and committee meetings.
10. Bylaws of the regional center board.
11. The annual DDS performance contract and year-end performance report.
12. Biannual Home and Community-Based Services Waiver program review.
13. Board-approved transparency and public information policy.
14. Board-approved conflict of interest policy.
15. Reports pursuant to Welfare & Institutions Code Section 4639.5(d).

16. A link to the page on the department's internet website specified in WIC §4629.5(d).
17. The salaries, wages, and benefits for all managerial positions for which the primary purpose is the administrative management of the regional center, including, but not limited to, the directors and chief executive officer.
18. Regional center-specific reports pursuant to WIC §4571.
19. Annual purchase of service data and reports, and notification of public meeting(s) regarding that information.

The regional center will also provide timely public access to information such as, but not limited to:

1. Information regarding requests for proposal and contract awards.
2. Service provider rates.
3. Audits.

III. **Procedure:** Requests for information available to the public not published on the regional center website may be made under the California Public Records Act.

1. The regional center shall maintain a public access portal for the purpose of making public information requests on its website.
2. The regional center shall respond to requests in writing within 10 working days; the regional center may request a 14-day extension to respond if necessary.
1. If the information is already available on the website, the requester will be directed to the appropriate internet address. If the records are not already available, the regional center will inform the requester whether 1) a copy will be provided to the requester; 2) when the records will be made available; and 3) which requested records, if any, are not available, are not subject to disclosure, or will have information redacted.
2. Records shall be provided electronically wherever possible; physical copies may be made available upon request, subject to the regional center's discretion regarding the number of records requested. Alternatively, records may be made available for viewing at a mutually agreed time upon request. Such requests shall not interfere with the ordinary business operations of the regional center.
3. The regional center may require an extension to make records available, or make available in a series of productions, due to unusual circumstances including, but not limited to:

- a. The need to search for and collect requested records.
 - b. The need to examine the requested records for non-public information.
 - c. The requested records are voluminous.
 - d. The need for consultation with another entity having substantial interest in the determination of the request.
 - e. The need to compile and/or extract data, construct a report, or other computer-related tasks.
 - f. A state of emergency exists.
4. The regional center shall **not** disclose any information or records that are confidential or exempt from disclosure by WIC §4514 or other state or federal law. Requested records that contain confidential or exempt information in addition to disclosable information, and which can be redacted shall be provided following that redaction.