**POLICIES AND PROCEDURES**

**MARK TWAIN HEALTH CARE DISTRICT**

**POLICY NO. 19 PUBLIC RECORD REQUESTS.**  Requests for public records will be responded to in accordance with the California Public Records Act (Government Code Section 6250, *et seq.*). The Executive Director is responsible for handling public records requests and may consult with legal counsel, as needed.

**Board Approved May 27, 2015**