



**Policy Type:** Board

**Category:** Administrative Practices

**Policy Name:** Disclosure of Public Officials Calendars - Board Policy 2.4

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## **2.4 DISCLOSURE OF PUBLIC OFFICIALS' CALENDARS (Adopted 8-13-13; Amended 9-10-13)**

- (A) Calendars prepared and maintained in the ordinary course of business by members of the Board of Supervisors (Board) shall be posted to each Board member's web-site every Wednesday by 5:00 p.m. for the previous Monday through Sunday. In weeks when an official County holiday falls on a Wednesday, the deadline shall be extended to Thursday at 5:00 p.m.
- (1) Board members shall include all scheduled County-related appointments on their calendars, including regular and special Board, committee, and task force meetings; public events; speaking engagements; and meetings with constituents, developers, consultants, and lobbyists. Board members are encouraged to record unscheduled County-related meetings of a material nature.
  - (2) For each County-related appointment, Board members shall record the name(s), title(s), and affiliated organization(s) of scheduled attendees and a general statement of the topic of the scheduled meeting. The following information may be excluded:
    - (a) Personal appointments and personal travel;



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- (b) Information protected by the attorney-client privilege;
  - (c) Information protected by the attorney work product privilege;
  - (d) Information identifying persons who are subjects of County staff recruitment;
  - (e) Information identifying County employees involved in personnel issues;
  - (f) Information regarding efforts to recruit County staff for outside employment;
  - (g) Information related to criminal investigations and security;
  - (h) Information identifying specific whistle-blowers;
  - (i) Information identifying individuals who may reasonably fear retaliation;
  - (j) Information that is otherwise protected or prohibited from disclosure; and
  - (k) Identities of individual attendees at events such as luncheons, dinners, conferences, seminars, and community meetings that Board members understand may be attended by more than ten persons or by persons whose identities are unknown.
- (B) Calendars prepared and maintained by other County officials may be made available to the public at these officials' discretion. A discretionary decision by one County official to waive exemptions to



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disclosure and to provide information from his or her calendar in response to a California Public Records Act request shall not be deemed to waive these exemptions with respect to other requests for calendars for different time periods, or for the calendars of other County officials.

### Related Policies

None.

### Related Forms and Information

None.

### History

Date	Changes Made
1/23/2014	Policy Uploaded. (John Myers)
9/10/2013	Policy Amended. <a href="#">View legislative file.</a>
8/13/2013	Policy Adopted. <a href="#">View legislative file.</a>