

HANCOCK PARK DISTRICT PUBLIC RECORDS REQUEST POLICY

The HANCOCK PARK DISTRICT acknowledges that it maintains many records that are used in the administration and operation of the HANCOCK PARK DISTRICT. The records maintained by the HANCOCK PARK DISTRICT and the ability to access them are a means to provide trust between the public and HANCOCK PARK DISTRICT. The HANCOCK PARK DISTRICT maintains its records in a manner which allows it to provide the general public prompt inspection of HANCOCK PARK DISTRICT public records and copies of these records within a reasonable amount of time during its regular business hours Monday through Friday from 8:00 a.m. to 4:30 p.m.

The HANCOCK PARK DISTRICT, as a public office of HANCOCK PARK DISTRICT has a public records policy and a Schedule of Records Retention (RC-2). If you cannot find either of these documents, please consult with one of our employees and they will provide you with a copy.