

**Golden Gate Regional Center  
Board of Directors  
Policy on Transparency and Access to Public Information  
Approved on October 18, 2011**

**Philosophy on Transparency and Public Information**

The Golden Gate Regional Center (GGRC) Board of Directors (hereafter called “Board” or “GGRC Board”) believes that real transparency comes from intent to be open and share pertinent information. To that end, GGRC Board members have a commitment and a corporate duty to share information, as required by law, to maximize the efficiency and effectiveness of GGRC in achieving its mission.

**Policy on Transparency and Public Information**

GGRC will place the following information and documents on its public website ([www.ggrc.org](http://www.ggrc.org)):

- Regional center annual independent audits
- Biannual fiscal audits conducted by the Department of Developmental Services
- Regional center annual reports pursuant to Welfare and Institutions Code Section 4639.5
- Contract awards, including the organization or entity awarded the contract, and the amount and purpose of the award
- Purchase of service policies
- The names, types of service, and contact information of all vendors, except individuals served by regional center or their family members
- Board meeting agendas and approved minutes of open meetings of the Board and all committees of the Board
- Bylaws of the Board of Directors
- The annual performance contract and year-end performance contract entered into with the Department of Developmental Services
- The biannual Home and Community Based Services Waiver program review conducted by the Department of Developmental Services and the State Department of Health Care Services
- The Board-approved transparency and public information policy.
- The Board-approved conflict-of-interest policy
- Reports pursuant to Welfare and Institutions Code Section 4639.5

**Access to Public Information**

The GGRC Board will provide the individuals it supports and their families, its providers and other community partners with information, as required by law, concerning the agency, the services that it provides and its legal requirements. In addition, GGRC’s Board is committed to the development and publication of informational materials that assist the families that it supports to better understand developmental disabilities and the service options available to those the agency supports and their families.

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Request for Records

Every person supported by the agency (or believed to have a developmental disability) and/or their authorized representative, has a right to inspect, review and obtain copies of any record maintained by the agency that is directly related to that person pursuant to Welfare and Institutions Code Sections 4725 et seq.

Response to Requests for Information

GGRC will comply with requests for information provided that the request does not violate state or federal laws or the rights of those we support, their families or the agency's employees. GGRC will provide requested information within 14 working days of the request (if possible) at a nominal cost per page. If the written request requires research, GGRC will charge the actual cost of the research and copies. If the information requested is available on the GGRC website or from the Department of Developmental Services, the requestor will be directed accordingly.