

LAGUNA BEACH COUNTY WATER DISTRICT

PUBLIC RECORDS REQUEST FORM

(pursuant to Govt. Code Section 6250 et seq.)

To expedite your request for public records and to eliminate opportunities for error, please fill out this form with as much detail as possible and identify specifically the records you are requesting. You are **not** required to provide any identifying information (name, phone number, address, email, etc.) when requesting Public Records from the District.

Requests should reasonably describe identifiable records prepared, owned, used or retained by the LAGUNA BEACH COUNTY WATER DISTRICT (District). If necessary, District staff will assist you in making a request that describes reasonably identifiable records (Gov. Code Sec. 6253.1). The District is not required by law to create a new record or list from an existing record.

The District will make every effort to produce the documents at the time of the request with minimal delay. If the request is to inspect a substantial quantity of documents or documents not readily available, staff may need time to locate and review documents that pertain to your request in order to comply with the provisions of the Public Records Act.

REQUESTED RECORDS

Time period covering documents requested: _____

INSPECTION OF REQUESTED RECORDS

- I wish to inspect the requested records, where applicable, and do not want copies produced at this time.
- I would like copies of the requested records. I understand that I will be charged the direct cost of duplication for all records received (Govt. Code Section 6253). I understand and agree that I will be required to make payment for the copying costs prior to the documents requested being copied.

NOTIFICATION

Please provide us with instructions on how you would like to be notified if staff needs time to locate and review documents that pertain to your request.

For District Use Only

Number of pages copied _____ x \$0.10 = _____ Staff Completing Request: _____

LAGUNA BEACH COUNTY WATER DISTRICT

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(pursuant to Govt. Code Section 6250 et seq.)

It is the policy of the District that public records are open to inspection at all times during the District's office hours. District office hours are Monday through Friday, 8 a.m. to 5 p.m. Any reasonably segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law. It is also the policy of the District that except for public records exempt from disclosure by express provisions of law, a request for a copy of reasonably described identifiable records shall be made available with minimal delay to the requesting party. An exact copy shall be provided unless impracticable to do so.

Requests must be for records in the possession of, prepared, owned, used or retained by the District (Gov. Code Sec. 6252(e)) and requests must be for clearly identifiable records. If necessary, District staff will assist the requesting party in making a request that describes reasonably identifiable records (Gov. Code Sec. 6253.1). Copies will not be provided if disclosure is exempt in accordance with state law or would constitute an unreasonable burden on the operation of the District.

If your request is to review documents rather than receive copies, District staff will schedule an appointment for a future date reasonable to allow District staff time to gather the documents and review them for compliance with the provisions of the Public Records Act.

The charge for copies of any specifically described and identified public records not exempt from disclosure is \$.10 per page for copied documents. In some cases it may be necessary to send records to a printer or commercial copying service; in such cases, the person requesting copies shall pay the total direct cost. District staff will provide an invoice for charges due. These charges are due and payable upon receipt of the invoice. Upon remittance of the invoice amount, the records requested will be copied and sent to the Requester.

Records stored by the District in electronic format will be provided in the same electronic format when requested by any person. Direct costs incurred by the District in providing certain electronic data, including direct costs of redacting confidential information or information not otherwise subject to disclosure, shall be paid by the recipient. The District is not required to produce records in an electronic format when the requested records are not available in electronic format at the time of the request.

For further clarification on the California Public Records Act please refer to California Gov. Code Sec. 6250 et seq.). For questions regarding this form contact the District office at (949) 494-1041.

Laguna Beach County Water District
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