

## Alleghany County Water District (ACWD) Policies & Procedures

### **Policy # 701 Public Record Requests:**

It is the policy of ACWD to comply with the State of California Public Records Act (Government Code section 6250 -6276.48) ensuring that the public has access to all records of the district that fall under the definition of “Public Records”.

**Definition:** “Records” include all communications related to public business, including any writing, picture, sound or symbol, whether paper, magnetic or other media.

NOTE: Utility Customer Records are CONFIDENTIAL per Section 6254.16 (NOT Public Records).

### **Record Request Procedures:**

**Procedure 701.1 Requests to inspect documents:** Because ACWD does not have an office with regular hours, persons wishing to inspect district records shall contact the district by either phone 530-287-3204 OR email [alleghanywater@gmail.com](mailto:alleghanywater@gmail.com) to set up an appointment. Requests may also be made in writing using Attachment A incorporated into this Policy.

Either the Secretary or General Manager shall verify that the request falls under the definition of “Public Records” and shall respond within 10-days to the person making the request to either set an appointment or explain why the request does not fall under the Public Records Act.

Full code available online at <https://leginfo.legislature.ca.gov>

**Procedure 701.2 Requests for Copies of documents:** Once either the Secretary or General Manager has verified that the request falls under the definition of “Public Records” they shall respond to the person making the request and either provide the record requested or explain why the request does not fall under the Public Records Act.

Copies of ten pages or more shall be provided at a rate of 10 cents per sheet for black & white copies and 25 cents per sheet for color copies. There shall be no charge for copies of documents under ten pages in length or for PDF files sent via email or by transferring such files to a digital storage device provided by the person making the request.

**Procedure 701.3 Audio Recordings:** Requests may be made as listed above. A digital storage device may be provided by the person making the request and ACWD will transfer the file to the device. Online downloads are also available via email.

# PUBLIC RECORDS REQUEST

## Attachment A ALLEGHANY COUNTY WATER DISTRICT REQUEST FOR PUBLIC RECORDS

The California Public Records Act (the "Act") was enacted to ensure public access to public records. You may request copies of specific information or materials and the District will provide this information, or an explanation of why it cannot be disclosed within 10-days of receiving the request.

**This form is optional and may be submitted by mailing it to: ACWD, PO Box 860, Alleghany, CA 95910 or via email to: alleghanywater@gmail.com**

**Requests can be made in person at a district board meeting, via phone 530-287-3204 or email: alleghanywater@gmail.com** There is no charge for making an appointment to view documents, copies are charged at a rate of 10 cents per page black & white or 25 cents per page color. Postage shall be charged for mailing documents. There is no charge for files that can be sent via email. A digital storage device may be provided to ACWD for the transfer of files if preferred.

When Submitting your request, Please be as specific as possible (ie., provide dates of reports or actions, resolution and ordinance numbers, etc.).

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

<b>IDENTIFICATION OF DOCUMENTS</b>	
<b>SPECIFIC NAME/DATE OF DOCUMENT</b>	<b>TYPE OF DOCUMENT</b>

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This area for Staff use only**

Date Received: \_\_\_\_\_ Date of Response: \_\_\_\_\_

Est. Cost: \_\_\_\_\_ Amount of Deposit: \_\_\_\_\_

Refund/Additional Payment: \_\_\_\_\_ Disposition: \_\_\_\_\_