

**Aromas Water District
Resolution 2014-2
Adopting Public Records Act Request Policy**

The California Public Records Act (Government Code Section 6250 et seq.) provides California citizens with important rights to obtain access to records held by public agencies in the State.

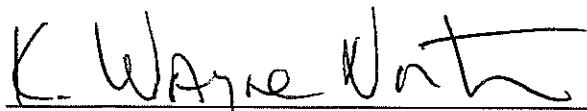
The purpose of this policy is to clarify for the public, attorneys, insurance adjusters, and private investigators, the process by which the Aromas Water District will respond to requests for records under the Public Record Act. All requests for public records shall be in writing on a form prescribed by the District Secretary. A form has been developed (attached) and is listed on the District web site: www.aromaswaterdistrict.org

Aromas Water District staff will respond to public records requests from the public as soon as is practicable, given their other responsibilities. Staff will make every effort to accommodate your request in a timely manner, however no time frame can be guaranteed as to when records will be ready for inspection or copying. The request must be focused and specific so that AWD staff can clearly identify your needs. You will be notified within ten (10) business days of receipt of your request with an estimate of when your documents will be available. The District Secretary shall review the request and determine whether the request seeks identifiable records and, if not, the District Secretary shall so advise the person making the request. The District Secretary shall respond to the person requesting records by advising him or her in writing of the availability of the documents and whether disclosure of any of the documents is exempt under the provisions of the Public Records Act.

The direct cost for copies is 25 cents per page when the public reproduce documents at time of inspection. Charges for copies must be paid before they leave the District Office. Scanning is not available for this purpose. The District Secretary shall not make the requested copies until a deposit in the amount of the estimated costs of copying is received and shall not release the copies until the full cost of copying is paid to the District.

The Request for Public Record form may be faxed, mailed or emailed to the district office.

Approved:



Director **K. WAYNE NORTON, PRESIDENT**

I hereby certify that the foregoing Resolution was duly passed and adopted by the Board of Directors of the Aromas Water District at a legal meeting held on the 28th day of January 2014, by the following vote:

Ayes: HOLMAN, MAHLER, DUTRA, NORTON, LEAP

Noes: NONE

Absent: NONE

In Witness Hereof, I have hereunto set my hand and affixed the official seal of the Aromas Water District.

Lisa Dobbins
Lisa Dobbins, District Secretary

