



Valley County Water District

14521 Ramona Boulevard

Baldwin Park, CA 91706

(626) 338-7301 • fax (626) 814-2973

www.vcwd.org

REQUEST FOR PUBLIC RECORDS

STEP 1: **COMPLETE** all fields on this form. This form is to facilitate and expedite the processing of your public record request. Describe identifiable records in the possession of the District; your request must be sufficiently focused and specific to allow the District locate the requested records.

STEP 2: **SUBMIT** completed form by mail, fax, email, or in person to Valley County Water District, Administrative Office, 14521 Ramona Blvd, Baldwin Park, CA 91706, fax (626) 814-2973, or customerservice@vcwd.org.

STEP 3: **WAIT** to receive an invoice for responsive records. The District shall determine within 10-days from receipt of a public records request, whether the request, in whole or in part, seeks copies of disclosable public records in possession of the District [GC 6253(c)]. Please note that if you are requesting the opportunity to inspect records, you will be requested to make an appointment to return at a later date/time to view the documents.

Charges for the direct cost of duplication will apply. Documents will not be copied until payment has been received. If payment is not received within 10 days after the invoice is sent, you may be required to submit a new request. Please see backside for additional information.

REQUESTOR INFORMATION

Full Name : _____ Date : _____

Company Name : _____

Mailing Address : _____ City/State/Zip Code : _____

Phone : _____ Email : _____

Preferred method of contact in the event of questions : _____

DESCRIPTION OF REQUESTED RECORD(S): (Describe the specific public record(s) i.e. date type, time period covering documents requested, etc)

I wish to inspect District records

Will Pick-Up Records

Please Mail

I understand that I will be contacted once documents have been identified. If production of records is requested, an estimated cost will be provided to be and I agree that I will be required to submit payment for duplication costs (and mailing) prior to the production of the requested documents.

Signature of Requestor

INSTRUCTIONS FOR REQUESTING PUBLIC RECORDS

(Government Code Section 6250 et seq.)

1. To expedite your request, requests for records should be in writing. A Public Record Request Form can be submitted via email to customerservice@vcwd.org, downloaded and mailed or faxed to: Valley County Water District, Administrative Office, 14521 Ramona Blvd, Baldwin Park, CA 91706; fax (626) 814-2973. You may also request a form be mailed to you by contacting the District Office at (626)338-7301. Please note that information contained in a request is a public record and may be subject to public inspection pursuant to CA Public Record Act.
2. If your request is to inspect rather than receive copies, the responsive department will contact you to schedule an appointment for a reasonable future date/time for the inspection of such records. This is necessary to allow time to gather and review documents for compliance within the provisions of the Public Records Act.
3. Requests (inspections and copies) must be for records in the possession of, prepared, owned, used, or retained by the District [Gov. Code §6252(e)] and must be for clearly identifiable records. District staff is available to assist you in identifying records that are in the District's possession. The District is not required by law to create a record or list from an existing record. Copies will not be provided if disclosure is exempt in accordance with State Law.
4. The District will make every effort to provide responsive records in a reasonable time. You will be notified within ten (10) days from the date of your request:
 - a. Whether the District has records responsive to your request and the page count to produce such records
 - b. Whether the District has records responsive to your request, but which are exempt from disclosure and the reasons for exemption
 - c. Whether the District requires an extension of time to determine whether it has records responsive to your request
5. The standard charge for copies of copies of any specifically described and identifiable public record not exempt from disclosure is \$0.25 per page. Color copies are \$0.45 per page. Records copied to CD are \$10.00 per CD for the initial record series and \$1.00 per additional record series copied to the same series. Records stored by the District in electronic format will be provided in the same electronic format when requested by any person. The District is not required to produce records in electronic format when the requested records are not available in electronic format at the time of request. Mailing charges will apply, if necessary.
6. The District office 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 request will be copied and made available to the requestor for delivery/pick-up. If arrangements for payment and production are not made within twenty (20) days of the District's response, a new request may have to be submitted.
7. For further information, please refer to the California Public Records Act (California Government Code §6250 et seq.) or contact the District office, 14521 Ramona Boulevard, Baldwin Park, CA 91706; Phone (626) 338-7301.