



## PUBLIC RECORDS REQUEST FORM

To expedite your request for public records, and reduce the potential for error, please completely fill out this form with as much detail as possible, and identify specifically the records you are requesting. Requests must reasonably describe identifiable records prepared, owned, used or retained by Montecito Water District ("District"). Staff is available to assist you in identifying records based on description. However, District is not required to create a new record or list from an existing record.

Please note that if you are only requesting the opportunity to inspect records stored at District, District staff must be given time to identify and locate non-exempt records that are responsive to your request. You will, therefore, be required to make an appointment, and return at a later date, to view the documents.

You can and will be charged the direct cost of duplication for any documents received over ten (10) pages, and for electronic documents produced on more than 3 discs. **Documents will not be copied until payment has been received.** Please carefully read the back of this form for information on copying costs and other pertinent information.

### REQUESTOR INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred method of contact in the event of a question: \_\_\_\_\_

### RECORDS REQUESTED (attach additional pages if required)

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Time period covering documents requested: \_\_\_\_\_

- ( ) 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 and I understand that I will be contacted with a count of the number of pages, or electronic discs, to be copied and their cost prior to copying. I understand and agree that I will be required to make payment for the copying costs before the documents requested are copied.

\_\_\_\_\_  
Signature of Requestor

It is the policy of District that public records are open for inspection at all times during normal business hours – Monday through Friday from 8:30 a.m. until 4:30 p.m., excepting holidays. 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 exempt by law. It is also the policy of District that, except for public records exempt from disclosure by express provisions of the law, a request for a copy of reasonably described, identifiable, records shall be made available with minimal delay to the requesting party.

Requests must be for records in possession of, and/or prepared, owned, used or retained by District (Gov. Code Sec. 6252(e)) and the request 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 District.

You will be notified by mail within 10 days:

- Whether District requires an extension of time to determine whether it has records responsive to your request.
- Whether District has records responsive to your request.
- Whether District has records responsive to your request, but which are exempt from disclosure and the reasons for exemption.
- Whether District has records responsive to your request and the page count and cost of copying of the records.
- Based on the page count, the time required to copy the documents requested. Copying of documents responsive to your request will be completed as soon as reasonably practicable following payment for same.

If your request is to review documents rather than receive copies, District will contact you to make an appointment for a future date reasonable to allow District time to identify and locate non-exempt records that are responsive to your request.

The charge for copies of any specifically described and identified public records not exempt from disclosure is \$0.19 per page for copied documents, except there will be no charge for fewer than 10 pages. Paper copies generated from computer data base programs, electronic media, or microfiche are also \$0.19 per page. Copied CDs, DVDs, or audio recordings are One Dollar (\$1.00) each, except there will be no charge for fewer than 3 discs.

District 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 Requestor.