

Sunnyslope County Water District

3570 Airline Highway • Hollister, CA 95023-9702

Phone ☎ (831) 637-4670 • Fax (831) 637-1399

Request for Access to or Copies of Public Information

PURPOSE: To provide an efficient manner to comply with requests for access to or copies of public information.

POLICY: It is the policy of the District to facilitate an efficient and timely response to all requests for access to, or copies of, public information within reasonable limitations imposed by workload and within the mandates of law.

PROCEDURE: To request copies of public records:

1. Members of the public may request public information by calling, appearing in person, e-mailing, or providing a written request for the desired records. A form ("Request for Public Records") is available (copy attached) for this purpose. The District employee taking the request for information over the phone should fill out the form for the person calling. A fee for copies will be charged in accordance with the current Board approved rate.
2. Requests for documents that are readily available for production for a member of the public that do not require review by the District's Counsel may be provided for the person at the District management level.
3. All requests for public information requiring research, collection, or coordination between departments are to be forwarded to the District's General Manager. The General Manager will determine whether the District's Counsel shall be contacted and forward the request to the responding department. The General Manager will coordinate the initial response as well as sending the documents requested.
4. The Public Records Act is contained in California Government Code section 6253 and is followed by the Sunnyslope County Water District. The Act allows ten (10) days to respond to a written request for information. This time limit will be the guide for all requests for information (whether requested pursuant to the Act or not), and requesters will be notified no later than 10 days after receipt of their request if and when the requested material will be available.
5. Pursuant to the passage of Prop. 59, effective December 2004, the District will make every effort to lean toward disclosure and openness when there is no clean-cut exemption that applies; and will provide detailed explanations when withholding information.
6. Copies of public records will not be faxed unless the record(s) are less than ten (10) pages. Requested records available electronically may be e-mailed, but must be tracked and acknowledged by the responding staff member.

ATTACHMENT:
Request for Public Records

Sunnyslope County Water District

Instructions for Requesting Records

(California Public Records Act, Government Code Section 6250 *et. seq.*)

1. Requests for records must be submitted to the General Manager at the District's office at 3570 Airline Highway, Hollister, CA 95023. Requests will be processed in the order in which they are received. A Public Records Request form can be faxed to you by calling 831-637-4670. The form is also available on the District's website (www.sscwd.org). Requests may be submitted by facsimile to 831-637-1399.
2. Requests must be for records in the possession of the District. Requests must also be focused and specific, and must reasonably describe identifiable records (Gov. Code Sec. 6253). Requests not meeting these criteria may be returned. If you need assistance in making a focused and effective request that reasonably describes an identifiable record, please let us know and we will be glad to assist you.
3. You will be notified within ten (10) working days whether your request seeks copies of disclosable public records in the possession of the District. In most cases, your request will be processed in two to four weeks, or sooner.
4. The District may invoke a 14 working day extension of time to determine whether to comply with your request if there is a need to:
 - a. Search for and collect the requested records from field facilities.
 - b. Search for and examine a voluminous number of records.
 - c. Consult with another agency or department having a substantial interest in the determination of the request.
 - d. Compile data or construct a computer report to extract data.
5. You will be notified of the approximate number of pages and/or length of time it will take to process your request.
6. If your request is to review records (rather than receive copies), an appointment will be made with you for review once the records are gathered.
7. There is a charge for the direct cost of duplication of \$0.10 per page for black & white copies and/or \$0.20 per page for color copies. Payment must be made prior to release of records requested. If the documents requested exceed 50 pages, a deposit may be requested.
8. Records available for review and/or copies of records requested will be available for 10 days after notification of their availability. If you are unable to pick-up or view your records during this time period, notification is required or your request will be considered fulfilled and a new request must be made.
9. Certain records are generally exempt for disclosure pursuant to Government Code Section 6255, where the public interest served by not making the records public clearly outweighs the public interest served by disclosure of the records. The Government Code further provided that certain other records are specifically exempt from disclosure.