



Yorba Linda Water District

REQUEST FOR PUBLIC RECORDS

Description of public records requested (please be specific):

_____ I wish to inspect these records on site at no charge.

_____ I wish to receive copies of these records (please see Fee Schedule).

_____ Paper Copy _____ Electronic Format (If Available)

Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____ E-mail Address: _____

Signature: _____ Date: _____

Please submit your completed request via e-mail (records@ylwd.com), fax (714-985-0739), or mail to YLWD Records Division, PO Box 309, Yorba Linda CA 92885. The District will respond within 10 calendar days of receipt as set forth in Page 2.

Date Request Received: _____ Estimated Cost/Deposit: _____

Date Response Due: _____ Refund/Additional Payment: _____

Date Responded: _____ Total Cost: _____

Employee Name, Title

Department/Division

Employee Signature

Date

FAQ's

- 1. How do I submit a request for public records?** Requests for public records can be made either verbally or in writing (including e-mail). Written requests are strongly encouraged in order to assist District staff in more accurately identifying the records being requested and to process the request more efficiently. When requests are made verbally, District staff may confirm the request in writing to ensure that they have correctly understood the request.
- 2. Can I stop by the District's office during regular business hours to inspect the public records I am interested in?** Advance notice is not required to inspect public records; however it is recommended that you contact the District's Records Manager in advance to schedule an appointment. Please keep in mind that requests to inspect records are subject to a rule of reason and must be consistent with the efficient functioning of the District's offices. Failure to make an appointment in advance may result in a delay while the records are being located and reviewed. There is no charge to inspect records. However, in order to prevent records from being lost, damaged or destroyed during inspection, District staff may determine the location of and monitor the inspection.
- 3. How do I request access to or copies of Statements of Economic Interest (Form 700) for the Board of Directors of District staff?** At this time, the Clerk of the Orange County Board of Supervisors (COB) serves as the filing officer for the District for the Board of Directors and other specifically designated positions with the exception of Consultants. Most all filings are submitted electronically to the COB using the County's eDisclosure system. However, the District does maintain a courtesy copy of these filings for the public's convenience. Appointments to review and/or obtain copies of Form 700 filings during regular business hours are not required but contacting the District's Records Manager in advance will help expedite your request.
- 4. Will District staff assist me with my request?** Yes. District staff will make a reasonable effort to assist you in identifying records that may be responsive to your request.
- 5. Is the District required to create records that do not exist?** No. The District is not required to synthesize, manufacture or summarize records (i.e. develop new records). The District is only responsible for providing access to or copies of non-exempt records that exist as of the time the request was submitted.
- 6. When will I receive a response to my request?** You will be notified within 10 calendar days as to whether or not the District possesses disclosable records responsive to your request. In unusual circumstances, the District may need to extend this determination period up to an additional 14 days. Notification of an extension will be provided in writing. At the time a determination is made, District staff will provide a good faith estimate of when the records will be available. The production of records will always be made within a reasonable amount of time which can be subjective to the type, volume and location of the records being requested. The District may decline access to or duplication of records (or portions of records) which are exempt from disclosure under the law. Notification of denial will also be provided in writing.



Yorba Linda Water District

FEE SCHEDULE

In an effort to conserve resources, the District prefers to provide records in electronic format whenever possible. Please consider this alternative when submitting your request.

Paper Copy - Up to 20 Pages (Standard Size*)	No Charge
Paper Copy - 21 Pages or More (Standard Size*)	\$0.10 per page**
CD or DVD	\$1.00 each
Mailing/Shipping	Actual Costs

- Only the direct cost (or statutory fee if applicable*) of duplicating a record will be charged. Staff time for research, retrieval and review is not considered part of this cost.
- The cost for producing or constructing a record that requires data compilation, extraction or programming will be charged. The hourly rate will vary depending on the nature and complexity of the request and will be determined by the General Manager.
- Copies of records will be provided upon receipt of full payment for associated costs.

* Charges for paper copies of records larger than 11x17 will be determined by the Records Management Administrator.

** Copies of Statements of Economic Interest (Form 700) will be provided at a charge not to exceed \$0.10 per page. A retrieval fee not to exceed \$5.00 per request shall be charged for copies of statements which are 5 years old or more (California Government Code Section 81008).