



PUBLIC RECORDS POLICY

POLICY

Public records of Carpinteria Valley Water District (the "District") shall be open to inspection during regular office hours of the District to the extent required by law, and except as otherwise provided herein. "Public records" are all records of the District retained in the ordinary course of District business and in accordance with the District's Record Retention Schedule, as may be amended from time to time, and which is incorporated herein by reference, except as otherwise provided herein. "Public records" are all records of the District except those which are exempt from disclosure by the California Public Records Act (Gov. Code § 6250 *et seq.*) and other provisions of California Law.

DEFINITIONS

- A. The term "public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District regardless of physical form or characteristics.
- B. The term "writing" means handwriting, typewriting, printing, photostating, photographing, photocopying, electronic mail, facsimile, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punch cards, discs, drums, internet streaming and other documents.

PROCEDURE

- A. Any person desiring to inspect any public record shall identify himself or herself and shall identify the specific records desired to be inspected. The District shall, in accordance with Government Code Section 6253.1, assist the member of the public make a focused and effective request that reasonably describes an identifiable record or records to the extent reasonable. The District will then notify District Counsel of all Public Records Requests.
- B. Any person may obtain a copy of any identifiable public record unless exempt from public disclosure. Upon request, an exact copy shall be provided unless impracticable to do so.
- C. Within ten (10) calendar days after receipt of such request, the Secretary of the

District or designee shall determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of such determination and the reasons therefore. If the Secretary of the District is uncertain whether the record is exempt from disclosure under the California Public Records Act or whether, given the facts of the particular case, the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record, the Secretary shall consult with legal counsel for the District during this initial 10-day period. In unusual circumstances, the General Manager of the District may, by written notice to the person making the request, extend the response time by a period not to exceed an additional fourteen (14) calendar days to comply with such request. Unusual circumstances mean the need to search for and collect requested records from field facilities or other locations separate from the office processing the request; or the need to search for, collect, and examine a voluminous amount of records to comply with the request; or the need for consultation with another agency having a substantial interest in the determination of the request; or the need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

- D. Upon any request for a copy of public records which reasonably describes an identifiable record or information produced therefrom and which is not otherwise exempt from disclosure, the District shall make the records promptly available to any person upon payment of fees covering the direct costs of duplication, or a statutory fee, if applicable. A response to a written request for inspection or copies of public records that includes a determination that the request is denied, in whole or in part, shall be in writing. The notification of denial of any request for records required by Section 6255 of the Government Code shall set forth the names and titles or positions of each person responsible for the denial.
- E. Should any request for public records contain exempt information including, but not limited to that listed under Government Code sections 6253.5 and 6254, any reasonable segregable portion of such record shall be provided to any person requesting such record after deletion of the portions which are exempt from disclosure by law.
- F. Inspection of public records shall be made only in a District office, and no document shall be removed therefrom. A representative of the District will be present during the inspection of any records.
- G. The public records policy of the District shall at all times be subject to the California Public Records Act as it may be amended from time to time, and if there is any conflict between that Act and this policy, the Act shall prevail.

Copies Requested Pursuant to the Political Reform Act of 1974

- A. Notwithstanding the other provisions of the District's Public Records Policy, public records requested pursuant to the Political Reform Act of 1974 (Gov. Code § 81000 *et seq.*), shall be open for public inspection and reproduction during regular business hours, and not later than the second business day following the day on which such document was received from a public officeholder or other

person subject to the Political Reform Act. Copies shall be provided at a charge not to exceed ten cents (\$0.10) per page. In addition, the filing officer may charge a retrieval fee not to exceed five dollars (\$5) per request for copies of reports and statements which are five or more years old. A request for more than one report or statement or report and statement at the same time shall be considered a single request.

- B. No conditions whatsoever shall be placed on those persons desiring to inspect or reproduce reports or statements filed pursuant to the Political Reform Act, nor shall any information or identification be required from such persons.

District Copy Cost Schedule

- A. A per-page charge must be paid upon receipt of 10 or more photocopy pages of letter and/or legal size records made in-house as requested (see [Copy Cost Schedule](#)). For requests in excess of 25 photocopy pages the District reserves the right to require, at the discretion of the Assistant General Manager, that an outside service provider perform the requested copying at the expense of the person making the request.
- B. Reproduction of blueprints, maps and similar documents will be provided by the District as follows: Fees for blueprints, maps, etc. must be paid equal to the fee billed to the District for the service provided by an outside service provider upon receipt of the reproductions by the person requesting the copies. Fees for maps and similar products that the District can reproduce will be charged based on reproduction costs (see [Copy Cost Schedule](#)).
- C. The District may also charge for the duplication of video recordings of meetings. These charges will reflect the cost of video / digital media and any specialized computer software that may be necessary for duplication (see [Copy Cost Schedule](#)).
- D. Requests for digital records and data can usually be met without charge. Data manipulation and conversion requiring an hour or more of staff time may be assessed at a rate of cost plus 55% for labor and equipment. Individuals or organizations requesting digital record and data are required to pay a deposit toward estimated costs. Any unused deposit money will be credited back to the applicant.

**CARPINTERIA VALLEY WATER
DISTRICT PUBLIC RECORDS POLICY
COPY COST SCHEDULE**

Records under Public Records Act

Records Reproduction Fee	\$0.50 per page \$5.00 per map page \$5.00 per video / dvd	Rule 16 (Rules and Regulations)
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Records under Public Reform Act

Records Reproduction Fee	\$0.10 per page Retrieval Fee \$5.00
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*Retrieval fee applies to documents older than 5-years