

**BAY AREA WATER SUPPLY & CONSERVATION AGENCY**  
**Guidelines for Public Access to Agency Records**  
Adopted on May 20, 2004

The business of the Bay Area Water Supply & Conservation Agency is the people's business. The Agency will be responsive to the public's interest in, and questions about, the policies and actions of the Agency's Board of Directors and management.

Further, the California Public Records Act ("Act") requires that public records maintained by the Agency must, with certain exceptions, be made available for inspection upon request and copies made, upon payment of fees intended to recover the direct cost of duplication.

In order to implement the public's right to review and receive copies of Agency records, the following procedures are established:

A. REQUESTS

Requests to inspect Agency records (or for copies of Agency records to be made) should be submitted, in writing, to the Agency Secretary, Bay Area Water Supply & Conservation Agency, 155 Bovet Road, Suite 302, San Mateo, California 94402. Requests should describe the records as specifically as possible in order to assist Agency staff in locating them. The Agency will provide a simple form, with instructions, that members of the public may use to request access or copies and will make the form available on the Agency's website.

B. RESPONSES TO REQUESTS

Agency staff will do their best to respond to requests as promptly as possible. In all cases, requests will be responded to within the time limits specified in the Act (10 calendar days, in most cases). In specific circumstances (such as when voluminous amounts of records are requested), the Act allows for a further extension of up to 14 business days.

All records subject to public inspection may be examined by members of the public at any time during the regular business hours of the Agency ( 8a.m. until 5p.m., Monday through Friday, excluding holidays), at the Agency's offices. No public records may be disassembled, or removed from the Agency's offices, except with the prior permission of the Agency Secretary.

C. FEES

There are no fees for inspecting public records of the Agency. For copies of records, the Agency shall charge the following fees only when the requested number of copies would result in a charge of more than \$10.00:

- (1) for documents up to 11"x17" in size: 10¢ per page;
- (2) for documents larger than 11"x17": 15¢ per page;
- (3) for electronic records made available in hard copy format: 40¢ per diskette and 75¢ per CD;
- (4) for other records: actual cost of duplication.

There is no charge for sending a copy of an existing document produced in electronic format by "e-mail." However, if a request for records in electronic format requires data compilation, extraction or programming to produce the record, the requester will be charged the cost of programming and computer services necessary.

# BAY AREA WATER SUPPLY & CONSERVATION AGENCY

## Request Form for Inspection and/or Copies of Public Records

This form is provided to help Agency staff respond to requests to inspect, or have copies made of, Agency public records as promptly and efficiently as possible. Please take a moment to read the following instructions prior to completing the form below.

1. Provide your contact information and describe the records you are interested in as specifically as possible. This will help us locate them more quickly.
2. If you request the records be duplicated, we will notify you of an estimated amount due and begin duplicating when payment has been received. (There is no charge if the estimated amount is \$10.00 or less.) If the cost is less than the estimated amount, the difference will be refunded to you. If there is a balance due to the Agency, it must be paid at the time you receive the copies. Copies are made at the following rates: 10¢ per page (15¢ for larger than 11x17), 40¢ per diskette, and 75¢ per CD. There may be additional charges for records requested in electronic formats, if data compilation, extraction or programming is required to produce the record.
3. If you would like the records assembled, we will contact you when we have them ready to make arrangements for you to come to the Agency office to review them. If you want copies of some or all of them made at that point, we will require payment as described above.
4. Please return the completed form to Bay Area Water Supply & Conservation Agency, Attn. Agency Secretary, by fax to (650) 349-8395 or by mail to 155 Bovet Road, Suite 302, San Mateo, California 94402. (It is not necessary to mail the form after it has been faxed.) You will be notified within 10 days of the status of your request. For questions, please call (650) 349-3000.

Name \_\_\_\_\_

Organization (if any) \_\_\_\_\_

Address \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

Email \_\_\_\_\_

I prefer to be contacted by:     mail                       phone                       fax                       email

I am interested in the following records (use separate sheet if necessary):

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I would like the above records (please check one):

- Copied (*someone will provide you with an estimated cost; payment must be received prior to copying*)
- Provided in electronic format, if available (*someone will contact you regarding the format*)
- Assembled for inspection (*someone will contact you to schedule an appointment*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date