

**Subject: Requests for Information**


This procedure is to be used in response to requests for information. It is designed to be in compliance with the existing California Public Records Act. Any provision of the law conflicting with this procedure shall have precedence.

**Procedures and Charges for Furnishing Copies of Public Records**

The following procedures and charges shall govern the making and furnishing of copies of public records of the Monte Vista Water District, when requested:

1. Except as otherwise hereinafter provided, copies of public records of the Monte Vista Water District, which are then existing and identifiable, will be provided to persons requesting such copies upon payment to the District of a fee, payable in cash, check, or money order, pursuant to the following:
  - The charge for copies made by the Monte Vista Water District of its public records or information produced therefrom shall be as identified in Exhibit A to Procedure Document D-16, Revision 2, dated June 6, 2001.
2. Copies of public records will be furnished without charge in the following cases:
  - If copies have been previously made and are available for distribution at the time of request.
  - Copies requested by other public agencies, reproducible on District equipment (or at cost, if reproduced by outside services).
  - Copies of notices of meetings of the Board of Directors of the District and agendas of meetings furnished to the news media and others upon request.
  - Copies directed to be furnished by the District's Board of Directors, General Manager, department supervisor, District counsel, or other District staff member when furnished in the ordinary course of business or operation of District affairs.
3. Unless other arrangements are made, all copies will be delivered at the offices of the District.
4. Exempted public records need not be disclosed or copies thereof furnished.

APPROVED:

  
\_\_\_\_\_  
Mark N. Kinsey, General Manager

Monte Vista Water District





## Exhibit A Schedule of Fees

8-1/2 x 11	10¢ (double-sided 20¢)
8-1/2 x 14	12¢ (double-sided 24¢)
11 x 17	15¢ (double-sided 30¢)
8-1/2 x 11 (color)	20¢ (double-sided 40¢)
8-1/2 x 14 (color)	24¢ (double-sided 48¢)
11 x 17 (color)	30¢ (double-sided 60¢)
Board Meeting Packets (annually)	\$50
Committee Meeting Packets (annually)	\$40
CD	\$2
Flash Drive	\$12

Additional charges may be assessed to recover costs for facsimile, postage, overnight delivery services, courier, etc.

Updated: January 28, 2010

## Certified Copy of Record

This is a true, certified copy of the original document on file and of record in my office. It bears the seal of the District and the signature of the Secretary to the Board of Directors.

\_\_\_\_\_  
Mark N. Kinsey  
Secretary to the Board of Directors  
Monte Vista Water District

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

Seal

Water District