



Transparency in Government

Guidelines for Access to Public Records

Maintained by the San Lorenzo Valley Water District

The public has a right to access documents, publications and information produced by government agencies, including the San Lorenzo Valley Water District (the "District"), subject to certain conditions. This access at the District is governed by the California Public Records Act (Government Code § 6250 et seq.).

The District is committed to the timely and complete disclosure of information in accordance with the law, and furthermore believes that this right of public access is vital to the effective functioning of our representative system of government. Indeed, the California Public Records Act declares that "access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state."

How can I obtain public records maintained by the District?

You may want to begin by checking out the District's public Web site, www.SLVWD.com, which contains hundreds of pages of information about the District, services and other business.

You may also want to contact the District's office to receive copies of, or view, public records maintained by the District. We encourage you to make your public records request in writing, and to describe the information you are seeking as specifically as possible. Staff members from the District will contact you if they need more information to better understand or focus your request.

What happens after I make my request for public records?

Within 10 days of receiving your request for records, the District will determine whether the records are subject to disclosure under the law and will promptly inform you of this determination. And, if there is a cost associated with the production of the record we will provide you with an estimated cost and when we can have the records ready for you. If the law prohibits or limits disclosure of the records sought, we will provide a specific explanation. The California Public Records Act provides for an extension of the initial 10-day period to respond to the request in some limited circumstances, such as when inspection of voluminous records is required.

Do I have to pay to see the records?

We generally charge 15 cents a page for paper copies of records. This cost reflects the direct cost of copying and the staff persons' time for fulfilling the record request. In certain circumstances, such as

when the District must compile electronic data, you may be required to pay for the full costs of the records request.

Where do I send my request for records?

Mail or fax your public records request to:

Attn: Public Records Request
13060 Highway 9
Boulder Creek, CA 95006
(Fax) 831-338-7986

E-mail requests may also be submitted, please contact the District for the proper e-mail contact.
(Phone) 831-338-2153

Additional Information

These guidelines are intended as a basic introduction to the public records request process at the District and are not a complete summary of the relevant laws. For more specific information, you may want to read the following:

Summary of the California Public Records Act by the State Attorney General:

http://ag.ca.gov/publications/summary_public_records_act.pdf

Text of the California Public Records Act (Government Code Section 6250 and following):

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=06001-07000&file=6250-6270>

Request Information

Name:	Date:
Phone Number:	E-mail:
Address:	City/State/Zip:

Record Description: *(Please provide as much detailed information as possible regarding the records you seek (e.g., date, case name, case number, document description, etc.))*

Additional Comments: