



RURAL NORTH VACAVILLE WATER DISTRICT

POLICY TITLE: Public Records Act Policy and Form
POLICY NUMBER: 2424
ADOPTION: June 10, 2013
REVISIONS: November 2017

Under the California Public Records Act, Government Code sections 6250-6276.48, the public may review certain District records upon request. A request to review District records must reasonably identify the records sought for review in order to enable District staff to locate and make them available for review or copying.

The District will advise the requester within 10 calendar days after receiving a records request whether the District will provide the requested records. The District also will advise when the records will be available for review or when copies will be available for pick up. In certain cases, the District may extend the time to respond to a records request for up to 14 additional days. Also, certain District records are not considered public records and may be withheld from public review. For example, employee personal information is not a public record.

If requested, the District will make photocopies of public records in accordance with (Statutes of 1968, Chapter 1473; currently codified as California Government Code §§ 6250 through 6276.48)
The copying charge is ten cents per page, which reflects the District's direct costs. Payment is required at the time copies are provided. A deposit may be required for copying a large volume of material.

Submit a Hard Copy

To submit a [Public Records Request Form](#), please download at RNVWD.com and print out the form, complete by hand and submit to RNVWD at the address on the form, Attn: General Manager

PUBLIC RECORDS ACT REQUEST FORM - Sample

DATE:

General Manager
Rural North Vacaville Water District
P.O. Box 5097
Vacaville,CA 95696

Re: Public Records Act Request

Dear General Manager:

This is a request pursuant to the California Public Records Act, (Statutes of 1968, Chapter 1473; currently codified as California Government Code §§ 6250 through 6276.48)

Copies of the following documents are requested:
[List with as much specificity as possible the documents needed. They must be documents that already exist. You cannot ask the government to create documents that do not already exist, or to answer questions or perform calculations.]

Please let me know in advance if there is a charge for copying these documents. Your written response within ten days will be appreciated.

Sincerely,

Name:
Street Address:
City, State, Zip Code: