



REQUEST FOR PUBLIC RECORDS

The Bear Valley Water District encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of the law or considered confidential or privileged under the law.

The District, in accordance with Government Code Section 6256, has ten (10) days to respond to any request for public documents by indicating whether or not the document exists and will be made available. Actual production of the documents may take somewhat longer depending on their ease of availability and staff workload.

To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name _____ Phone _____

Address _____ E-Mail _____

_____ Fax _____

RECORD OR DOCUMENT REQUESTED:

*Please identify each requested record/document separately. Please be as specific as possible.
Non-specific requests may cause response to be delayed.*

APPLICABLE CHARGES:

TOTAL AMOUNT DUE: _____

I agree to pay all applicable fees and charges per the District's policy for any copies I request of the above mentioned documents.

Signature

Date