



RESOLUTION NO. 2016-15

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
POLICY ON PUBLIC RECORDS ACT**

WHEREAS, it is the intention of the Monterey Peninsula Water Management District to make records accessible to the public in an expedient and reasonable manner under the terms of the California Public Records Act (California Government Code Section 6250 and following). Accordingly, a Policy on Public Records Act is appended as Attachment 1.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Monterey Peninsula Water Management adopts the Policy on Public Records Act appended as Attachment 1.

On motion of Director Pendergrass, and second by Director Brower, the foregoing resolution is duly adopted this 19th day of September, 2016, by the following votes:

AYES: Directors Pendergrass, Brower, Byrne, Clarke, Evans, Lewis and Potter

NAYES: None

ABSENT: None

I, David J. Stoldt, Secretary of the Board of Directors of the Monterey Peninsula Water Management District, hereby certify that the foregoing is a resolution duly adopted on the 19th day of September 2016.

Witness my hand and seal of the Board of Directors, this 22nd day of September, 2016.



David J. Stoldt, Secretary to the Board



Policy on Public Records Act

**It is the policy of the MPWMD to strictly adhere to the California Public Records Act
California Government Code Section 6250 et seq.**

Request to Access Public Records

A written request is not required; however, the Water Management District prefers that requests be submitted in writing to assist staff with the efficient identification of requested items. The MPWMD Public Records Request Form may be used to request records.

Procedure to Request Public Records

1. Requests may be submitted online using the Public Records Request Form at the MPWMD website.
2. If a request is made by E-mail, fax, or mail, submission of a completed Public Records Request Form is preferred.
3. Telephone requests will be honored but completion of the Public Records Request Form is recommended.
4. Please provide enough detail so staff can identify and locate the desired documents (dates, document types, subjects, etc.)
5. Include in the request enough information so that District staff may contact you to arrange for inspection, duplication, and/or delivery of the materials.
6. If the requestor needs help to identify specific records, staff will assist in making a focused request that reasonably describes identifiable records.

Length of Time to Process Request

The requestor will be contacted within ten (10) days of receipt of the request, and advised if the records exist and the date records can be made available for review, or the cost and timeline for duplication and delivery of the requested records. Under some circumstances, the 10 day limit can be extended up to an additional fourteen (14) days by written notice to the requestor.

Duplication Fee

Payment for duplication costs will be required prior to commencement of the work. There is no fee to view records if copies are not requested.

Inspection of Public Records

Public records are open to inspection during office hours, generally 8:00 am – 12:00 pm and 1:00 pm to 4:30 pm. Advanced notice is not required to inspect public records; however, the inspection of records is subject to a rule of reason and must be consistent with the efficient functioning of District offices. It is advisable for any person who wishes to inspect public records to contact the District office to make sure that the records are available. An appointment may have to be scheduled if the records are being used by staff, the records must be located and reviewed, or redaction of confidential information is necessary.