



EAST BAY DISCHARGERS AUTHORITY
2651 Grant Avenue
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A Joint Powers Public Agency

PUBLIC RECORDS ACT REQUEST FORM

Access to public records maintained by the Authority is governed by the California Public Records Act (Government Code §6250 through §6265). It is the Authority's policy that records not exempt from disclosure by state law will be open for public inspection with the least possible delay. There is no charge to inspect records. In order to prevent records from being lost, damaged or destroyed during inspection, Authority staff may determine the location of, and may monitor, the inspection. Authority records will remain on the premises at all times during inspection.

The California Public Records Act requires that the Authority make public records available for inspection by the public and to provide copies upon request. The Authority has established the following rules and regulations to ensure that all persons are afforded the opportunity to access its public records.

The Authority shall have 10-days to respond to any request for information.

Public records are available for inspection during normal office hours, generally 8:00 am – 12:00 pm and 1:00 pm – 5:00 pm, Monday through Friday, excluding holidays.

Authority staff will assist in making a focused and effective request by helping to identify records, describing where they can be located and providing other suggestions for facilitating access.

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 Authority offices. The Authority shall have time to review and redact exempt information from public records prior to inspection by the public.

If requester uses the Authority copier, fees shall be charged at \$0.50 per page (double-sided, black and white copies). Requester may, at their own expense, furnish a copier and operator on site at the Authority to copy records. Any mailing or shipping costs incurred by the Authority will be passed through to the requester. The costs of duplicating other types of media such as CDs, DVDs, electronic files, etc. shall be based upon current fees charged by an independent or outside company plus mailing costs, if applicable.

The Administrative Assistant shall collect fees for photocopies, video duplication and/or mailing of said photocopies or tapes and provide a cash receipt to the requester. The original receipt is given to the requester. If copies are to be mailed, collection of fees is required prior to mailing the documents.

Documents exempt from inspection are those enumerated in Government Code §6254, including:

- Preliminary drafts, tape recordings of meetings, notes or memoranda that are not retained by the Authority in the ordinary course of business; records pertaining to pending litigation of which the Authority is a party, or to claims against the Authority, until such litigation or claim has been finally adjudicated or otherwise settled;
- Personnel, medical or similar files;
- Test questions, scoring keys and other examination data;
- Matters contained in or related to applications filed with any state agency responsible for regulation or supervision of the issuance of securities or of financial institutions;
- Geological and geophysical data, results of tests and experimental processes, plant production data and similar information relating to utility systems development that are obtained in confidence from any person;
- Correspondence of and to the Governor or employees of the Governor's office;
- Matters in the custody or maintained by the legal counsel(s) of the Authority;
- Any data, records or information that is believed by the Authority to be the proprietary property of any party.

It is the responsibility of the General Manager to determine whether records are exempt pursuant to Government Code §6254.

(over)

To expedite your request and to eliminate opportunities for error, please fill out this form completely with as much detail as possible and identify specifically the records you are requesting.

REQUESTER INFORMATION

Today's Date	
Name	
Company	
Mailing Address	
City, State, Zip	
Phone Number	
Fax Number	
Email Address	
Your Preferred Method of Contact in the Event of Questions	

REQUESTED RECORDS

Time Period Covering Documents Requested

- I wish to inspect the requested records, where applicable, and do not want copies produced at this time.
- I would like copies of the requested records and I understand that I will be contacted with a count of the number of pages to be copied and their cost prior to copying. I understand and agree that I will be required to make payment for the copying costs prior to the requested documents being copied.

Signature of Requester