EXHIBIT A

RECORDS REQUEST FORM

DATE: _____
NAME: _____
ADDRESS: _____
_____

TELEPHONE: _____

SIGNATURE: _____

RECORDS REQUESTED (identify with particularity): _____

_____

_____

_____

DATE OF RECEIPT OF RECORD REQUESTED: _____

SIGNATURE: _____

****

FOR DISTRICT USE ONLY

APPROVAL GENERAL MANAGER	_____ YES	_____ NO	_____ INITIALS
FORM COMPLETE?	_____ YES	_____ NO	
RECORDS LOCATED?	_____ YES	_____ NO	
REQUEST COMPLIED WITH?	_____ YES	_____ NO	

IF NO, STATE REASON:

_____

_____

COST OF RECORDS REQUESTED: _____

_____ _____

COMPLIANCE DATE EMPLOYEE SIGNATURE

* DO NOT USE WITH REQUESTS FOR POLITICAL REFORM ACT DISCLOSURE STATEMENTS (GOVERNMENT CODE SECTION 6250).

* Government Code Section 6250. Public Records; Inspection; Reproduction. (a) Every report and statement filed pursuant to this title is a public record open for public inspection and reproduction during regular business hours, commencing as soon as practicable, but in any event not later than ten business days following the day on which it was received. No conditions whatsoever shall be imposed upon person desiring to inspect or reproduce reports and statement filed under this title, nor shall any information or identification be required from such persons. Copies shall be provided at a charge not to exceed ten cents (.10) for 8 1/2" x 11" size and other rates will be charged as specified in Resolution R.08-2005, Resolution of the Big Bear Area Regional Wastewater Agency Establishing Public Records Act Procedures. Individuals exempt from the charge to cover the direct costs are: Elected official, member Agencies, local agencies and established local media within the Big Bear Valley. A request for more than one report or statement or report and statement at the same time shall be considered a single request.