



ADMINISTRATIVE AND PERSONNEL POLICY PUBLIC REQUESTS

I. PURPOSE

To establish the policies and procedures associated with the Agency's response to a public request including an employment inquiry, media communication and a public records request.

II. GENERAL

- A. Personnel Inquires. Employment inquires shall be the responsibility of human resource personnel. Only the date of hire, rate of pay and date of separation is allowed to be disclosed. Personal information related to current or former BBARWA employees should not be disclosed.
- B. Media Relations. Any questions from the media will be directed to the General Manager. Under no circumstances is an employee to be interviewed or questioned by the media without prior authorization from the General Manager.
- C. Public Records Request. Pursuant to the California Public Records Act individuals may request public records as defined by the California Public Records Act. The Agency is required by Government code Sections 6250 et. seq. to respond to such requests.

III. PROCEDURES

- A. The individual making a public records request is required to complete a Records Request Form (the Form, please see Exhibit A).
- B. Agency staff will date the Form upon receipt and sign as the individual receiving the form.
- C. The form is then forwarded to the General Manager for approval. The General Manager will assign the request to an employee.
- D. The Agency shall **provide notice within 10 days of receipt of the public records request as to whether the Agency has in its possession discloseable public records that meet the nature of the request.** Unusual circumstances may require this time period be extended for up to 14 additional days.
- E. Copy and distribution costs associated with processing the request will be charged in advance of processing. Copy costs are as follows (cost revisions shall be approved by the Governing Board at a public meeting in form of a new resolution):
 - 8 ½" x 11" document = ten cents (.10) per page
 - 8 ½" x 14' document = eleven cents (.11) per page
 - 11" x 17" document = twelve cents (.12) per page
 - Charges for unusual size documents will be the direct cost of duplication



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- Electronic records in the possession of the Agency = fifty five cents (.55) per disk, plus any associated staff costs related to extracting, programming or compiling electronic data at the rate of \$6.50 dollars per fifteen minutes
- Distribution charges such as postage or express mail charges will reflect the costs of the postage.
- The above charges shall be levied for copies of Agency agenda packets requested prior to a board meeting.
- **Elected officials, member agencies, local agencies and established local media within the Big Bear area are exempt from the copy and distribution costs associated with public record requests.**

There will be no charge to view requested records at the Agency.

- F. Upon completion of the request, a final copy of the Form will be filed in the Public Records Request binder, located in reception area bookshelf.



Exhibit A
RECORDS REQUEST FORM

DATE: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____

SIGNATURE: _____

RECORDS REQUESTED (please specify with detail): _____

DATE OF RECEIPT OF RECORD REQUESTED: _____

SIGNATURE OF AGENCY EMPLOYEE: _____

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FOR AGENCY USE ONLY

APPROVAL FROM GENERAL MANAGER _____ YES _____ NO
____ INITIALS

FORM COMPLETE _____ YES _____ NO

RECORDS LOCATED _____ YES _____ NO

REQUEST COMPLIED WITH _____ YES _____ NO

If no, state reason: _____



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COST OF RECORDS REQUEST: _____

COMPLIANCE DATE

EMPLOYEE SIGNATURE

Note: 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 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 charged 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 officials, 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.