



REQUEST FOR PUBLIC RECORDS

PURSUANT TO GOVERNMENT CODE §6250-6276.48 (See Reverse for Procedure)

NAME: _____ **DATE:** _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

EMAIL: _____

RECORD BEING REQUESTED (PLEASE BE SPECIFIC) COPIES AND FAXES WILL BE CHARGED PURSUANT TO NORTH TAHOE PUBLIC UTILITY DISTRICT FEE SCHEDULE
1)
2)
3)

If requesting information regarding real property, please answer the following question. Note that if you are not the owner of record, the owner will be notified of your request.

I am the owner of record or have permission from the owner of record to request this information.

Yes No

SIGNATURE OF REQUESTOR

DATE

Request for item number(s) _____ is/are being denied for the following reason(s):

DEPARTMENT HEAD/STAFF DESIGNEE

DATE

If a Request for Public Record is denied, the District shall notify the applicant with an explanation within ten (10) business days of receipt of the request. Any denial may be appealed in writing to the District's General Manager, within ten (10) business days of the decision to deny the request. Within ten (10) business days of receipt of an appeal, the District's General Manager shall review the decision of the Department Head/Staff Designee, consult with the District's Counsel as appropriated, confirm or reverse the decision, and notify the Department Head/Staff Designee and Requester, in writing, of the final determination.

PROCEDURE AND GUIDELINES FOR ACCESS TO PUBLIC RECORDS

Public records maintained by the North Tahoe Public Utility District will be available for inspection by members of the public pursuant to the following guidelines and procedures:

- 1. Requests for inspection or copies of usual and customary records for health and public safety such as sewer clean out cards, water meter location cards, line locations, inspection reports and televising reports are available upon request to District Customer Service Representatives or Operations Department staff and are exempt from filling out this form.**
- 2. Requests for inspection and copying of public records not considered essential for health and public safety will be as follows:**
 - a. Submitted in writing using the Request for Public Records form to the District's Board and Records Secretary.**
 - b. The Board and Record's Secretary will review for accordance with California Law and if approved, will forward the request to the appropriate Department Head/Staff Designee for review.**
 - c. The District shall have ten (10) business days to review the request and respond to the requestor.**
- 3. Copies and faxes will be charged pursuant to the District's Fee Schedule.**
- 4. Physical inspection of the records shall be permitted within the Department's offices and under the conditions determined by the department once the request has been approved for release by the Board and Record's Secretary.**
- 5. Staff will attempt to accommodate requests for inspections as soon as possible. Request for copies will be accommodated as soon as practical, based on staff workload priorities.**
- 6. The District may refuse to disclose records which are exempt from disclosure under the Public Records Act (Government Code §6250-6276.48).**
- 7. If a Request for Public Record is denied, the District shall notify the applicant with an explanation within ten (10) business days of receipt of the request. Any denial may be appealed in writing to the District's General Manager, within ten (10) business days of the decision to deny the request. Within ten (10) business days of receipt of an appeal, the District's General Manager shall review the decision of the Department Head/Staff Designee, consult with the District's Counsel as appropriated, confirm or reverse the decision, and notify the Department Head/Staff Designee and Requester, in writing, of the final determination.**