

**RESOLUTION NO. 430**

**AMENDMENT OF GUIDELINES FOR  
INSPECTION OF PUBLIC RECORDS**

**WESTBOROUGH WATER DISTRICT**

WHEREAS, pursuant to Government Code Section 6250, et seq., the Board of Directors of the Westborough Water District adopted Guidelines for Inspection of Public Records by Resolution No. 297 enacted on January 8, 1976; and

WHEREAS, the referenced Guidelines make provision for a charge to be collected by the District from members of the public who request copies of public records; and

WHEREAS, the Board of Directors desires to increase the copy charge from 10 cents to 25 cents per sheet in order to cover the administrative costs of the District in providing said service, which costs have increased over the 13-year period since the Guidelines first were adopted by the District.

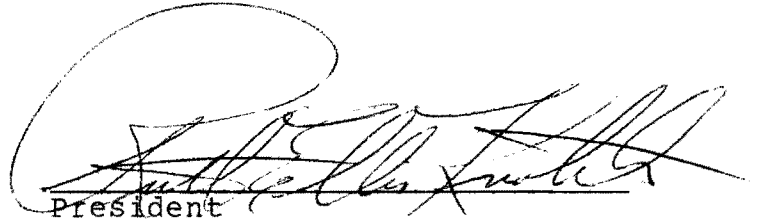
NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District that the amended and restated Guidelines for Inspection of Public Records of the Westborough Water District, a copy of which is attached hereto as Exhibit A and incorporated herein by this reference, hereby are approved and adopted.

Regularly passed and adopted this 13th day of April,  
1989, by the following vote:

AYES: Knotek, Mahar, Sack, Waters and Yee

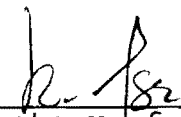
NOES: None

ABSENT: None



President  
Board of Directors  
Westborough Water District

ATTEST:



Secretary of the District

## GUIDELINES FOR INSPECTION OF PUBLIC RECORDS

### I. DEFINITIONS

- A. "Public records" constitute those items that are deemed open to public inspection pursuant to the terms of the California Public Records Act (Government Code §6250, et seq.)
- B. "District" means the Westborough Water District.
- C. "Secretary" means the General Manager of the Westborough Water District.

### II. PROCEDURE FOR INSPECTING AND OBTAINING COPIES OF PUBLIC RECORDS

#### A. Requests

Requests to inspect and/or copy public records of the District shall be submitted in writing to the Secretary of the District, and shall reasonably describe each identifiable record which is the subject of the request.

Persons desiring to inspect and/or copy public records in the District's possession must allow sufficient time for the records to be assembled and reviewed for the purpose of determining if they are public records available for inspection under the terms of the California Public Records Act, or whether they instead fall within the exclusions contained therein or otherwise should be withheld by reason of an overriding public interest.

#### B. Time for Inspection of Public Records

All records subject to public inspection may be examined by members of the public at any time during the regular business hours of the District (8:00 a.m. until 5:00 p.m., Monday through Friday, excluding holidays) at 2263 Westborough Boulevard, P.O. Box 2747, South San Francisco, California 94083-2747. No public records shall be removed from the District's premises except by permission of the Secretary.

**C. Fees for Copies of Public Records**

Upon the submission to the District of a written request for copies of records, copies of requested public records that are subject to inspection shall be made available by the District.

The District shall charge and collect the following fees for said records:

- (1) For copies of public records not required to be certified or authenticated - 25 cents per sheet.
- (2) For certified, authenticated or true copies of public records - 25 cents per sheet, plus \$1.00 for every certificate with seal affixed thereto.