



**Big Bear Municipal Water District**  
Lake Management

***REQUEST TO EXAMINE AND/OR COPY PUBLIC RECORDS***

I am requesting to examine/copy the following public records:

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Date: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

I hereby agree to reimburse the Big Bear Municipal Water District for the direct cost of duplicating the information requested at the time of receipt (reference page 2).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only

Date request distributed: \_\_\_\_\_ to the following departments: \_\_\_\_\_

Date records located and provided: \_\_\_\_\_ No. of Pages: \_\_\_\_\_ Copy Costs \$ \_\_\_\_\_

Notes: \_\_\_\_\_

Processed by: \_\_\_\_\_ Time to Complete: \_\_\_\_\_

# Big Bear Municipal Water District Records Request Guidelines

1. Information is available in Big Bear Municipal Water District offices during regular business hours – Monday through Friday, 8 am – 4:30 pm. Many frequently requested documents are also available for viewing/printing via the District's website ([www.bbmwd.org](http://www.bbmwd.org)), including MWD Agendas and Meeting Minutes.
2. Requests must be for records in the possession of Big Bear Municipal Water District. Requests must be focused, specific and must reasonably describe identifiable records. Requests not meeting this criterion may be returned for further clarification.
3. If your request is to review records, rather than receive copies, an appointment will be arranged for you once the records are gathered. Original District records must remain in the custody of the District in order to protect their integrity and ensure accessibility.
4. The District will determine, within 10 days of receipt of a request, whether it can comply with the request and will immediately notify you of the determination and the estimated cost for the records requested. You will be contacted at the phone number or email address indicated on this form once the information requested is available.

## **Photo Copies**

\$ .25 per page

## **Researched Material**

\$ .50 per page