

RESOLUTION 99-01

rescinded by 01-01?

**A RESOLUTION OF THE CHINO BASIN WATERMASTER
ADOPTING PROCEDURES REGARDING RELEASE OF
DOCUMENTS AND INFORMATION IN RESPONSE TO REQUESTS**

WHEREAS, Watermaster is appointed by the Court to administer the terms of the Judgment; and

WHEREAS, it is appropriate for Watermaster to make Watermaster records available for public review, consistent with proper and efficient functioning of the Watermaster office and with protection of sensitive, personnel and privileged information; and

WHEREAS, it is necessary and proper for Watermaster to adopt standardized procedures regarding release of information and documents;

NOW THEREFORE, BE IT RESOLVED BY THE CHINO BASIN WATERMASTER as follows:

The following and attached Procedures and Guidelines of the Chino Basin Watermaster Regarding Release of Information And Documents, are, hereby, adopted.

Dated this 14th day of January, 1999.



Chairman, Board of Directors
Chino Basin Watermaster

Attest:



Secretary, Board of Directors
Chino Basin Watermaster

**Procedures and Guidelines of the
Chino Basin Watermaster
Regarding Release of Information and Documents**

1. Watermaster staff will attempt to respond to written requests for copies of documents within 10 working days of receipt of the request.
2. Copies will be made available upon payment of reasonable fees to cover costs of copying and handling.
3. Due to limited space available and limited staff, inspection of Watermaster records may be done only through prior arrangement.
4. Watermaster staff will consider requests for information and documents on a case by case basis, subject to the following guidelines:
 - a. The following records will be generally made available. These records reflect actions taken by Watermaster. Production of these records will be subject to the limitations set forth in the following paragraph.
 - (i). Agendas
 - (ii). Minutes
 - (iii). Resolutions
 - (iv). Final Committee Reports
 - (v). *Annual Report* *Assessments*
 - b. The following records will not be available:
 - (i). Discussions of or references to pending, threatened or potential matters of litigation;
 - (ii). Discussions of or references to pending contract negotiations (including internal drafts of contracts);
 - (iii). Attorney or engineer records concerning the topics identified in subparagraphs (i) or (ii);
 - (iv). Attorney work papers;
 - (v). Recommendations of attorney or engineer prior to public Watermaster discussion or action;
 - (vi). Personnel, or personal information regarding Watermaster members, staff and employees; and
 - (vii). Drafts and working copies of committee reports.

- c. If a request is made specifically relating to a particular individual, company or district, the requestor shall be referred to that individual, company or district.

- d. If a request would require the release of information which has not previously been made public, which contains the status or operations of a particular individual, company or district, Watermaster staff shall advise the individual, company or district of the request and allow an appropriate time for objection prior to responding to the request. Any such release shall be subject to the limitations stated in these policy guidelines.

Chino Basin Watermaster

8632 Archibald Ave., Ste. 109
Rancho Cucamonga, CA 91730
TEL (909) 484-3888
FAX (909) 484-3890

REQUEST FOR INFORMATION

DATE: _____

Requested by:

Name: _____

Company: _____

Address: _____

Telephone No. _____

Fax No. _____

Information/Document requested: _____

Approved: _____
Traci Stewart, Chief of Watermaster Services

Date: _____

Date Request Provided: _____