

DUNNIGAN WATER DISTRICT (District)
GUIDELINES FOR PUBLIC RECORDS REQUEST

Requests can be submitted via email (dunniganwater@att.net), telephone (530-724-3271) or letter (Dunnigan Water District P.O. Box 84, Dunnigan, CA. 95937)

Please provide the following information:

1. The name of the requests
2. A mailing address, telephone number and/or email address
3. A description of the records requested.

Dunnigan Water District requests will be dated received and response date recorded for tracking purposes by the District office staff.

Transmittal and Cost

1. Responses will generally be mailed or emailed
2. The District charges 10 cents per page for copies
3. If the copying charges are \$5 or less, there will be no charge
4. The District charges \$5 per CD for electronic versions of certain documents (if available in electronic form)

Dunnigan Water District will endeavor to fully comply with the requested documents within ten calendar days. If this is impossible, the District will notify you with an estimate of the date of the records will be made available. The parameters for determining 10-day request countdown is the date of receiving the document request. If the request is received after 4:30 p.m. or on a weekend or holiday, the next business day will be considered the date of receipt.