

## **Pinewood Springs Water District**

### **Public Records & Open Records Requests (CORA)**

#### **How do I request records?**

- Requests must be in writing (email, mail, or letter).
- Be specific about the records you want.
- Send to the District's Custodian of Records.

#### **How long will it take?**

- We respond within 3 business days.
- If large or complex, up to 10 business days (we will notify you).

#### **Is there a cost?**

- First hour of staff time is free.
- Additional time billed at \$33.58/hour.
- Copies \$0.25/page.
- We'll provide an estimate and may require advance payment.

#### **What records are available?**

- Budgets, audits, financial reports.
- Check registers and ledgers (with sensitive info removed).
- Board meeting agendas and minutes.
- Policies, contracts, resolutions.
- Water quality and compliance reports.

#### **What records are not available?**

- Attorney-client communications.
- Employee personnel files, personal data.
- Bank account and routing numbers.
- Medical/health information.
- Security-sensitive records.

#### **Questions?**

- Custodian of Records
- Pinewood Springs Water District
- [Email]
- [Address]
- [Phone]