



Humboldt Bay Municipal Water District

Public Records Request Procedure

You may request records by completing the form and submitting it by mail, email or in person to:

Public Records Officer
HBMWD
828 7th Street
Eureka, CA 95501-1114
office@hbmwd.com

The HBMWD will respond to your request in a diligent manner. However, the nature of some requests requires significant time and resources, therefore, a complete response may take some time. To expedite your request please do the following:

- 1. Please be as specific as possible.**
Because of the expansive information environment at the HBMWD, we cannot accept broad requests for “all records” or similar language. Making your request specific will also enable us to locate the information as quickly as possible.
- 2. Be sure that your writing is legible, especially your name and contact information.**
- 3. Be sure to include a return address or other contact information.**



Request for Records from HBMWD
Under the California Public Records Act
And California Information Practices Act

Name (please type or print): _____

Organization: _____

Mailing Address: _____

E-Mail: _____

Phone Number: _____

Records Requested: Please be as specific as possible. Because of the expansive information environment at the HBMWD, we cannot accept broad requests for “all records” or similar language. Making your request specific will also enable us to locate the information as quickly as possible.

(continue on a separate sheet if necessary)

Signature of Applicant:

(signature)

(date)

General Information:

- ❖ All requests must be presented to: Public Records Officer, HBMWD, 828 7th Street, Eureka, CA 95501-1114 or office@hbmwd.com
- ❖ While it is free to review records on site, HBMWD will charge for providing copies of public records in accordance with California law.
- ❖ Requests will be satisfied as promptly as possible; however, the nature of some requests may require significant time and resources.
- ❖ Records will only be conveyed to the individual requesting the information.

Thank you for your request.