

OPEN PUBLIC RECORDS

Most of the District's records are accessible to the public in accordance with the Open Public Records Act; RCW 42.56. Under the Open Public Records Act, the District is required to:

- Provide assistance to the public in accessing the District's records.
- Protect public records from damage and disorganization. District staff will search the records on behalf of the requester and provide copies of the requested documents or provide the documents for the requester's inspection.
- Prevent excessive interference with other District functions.
- The District is allowed five business days to respond to records requests by acknowledging receipt of the request in writing and providing a reasonable time estimate for a further response or providing the records. The District may extend the time if necessary.
- For large requests, the District may provide the records in installments.
- Copying fees must be paid by the requester prior to receiving the copied documents.
- The District charges 15¢ per page for copying more than ten (10) pages of standard size documents which includes 8 ½" X 11", 8 ½" X 14" and 11" X 17".
- Non-standard size documents such as large maps will be provided at the actual cost of reproduction by an outside party.
- Certain information is confidential and exempt from disclosure under the Open Public Records Act. Examples include: discussion of pending or threatened litigation in which the District is or is likely to be a party, certain contract negotiations, personnel issues and personal information regarding specific District customers or staff members. A fuller discussion of matters exempt from disclosure can be obtained from the Washington State Attorney General's website.

Requesters can ask to inspect records or request copies of records from the District by completing a Public Records Request Form and submitting it to the District's Public Records Custodian, Administrative Assistant Lyn Edwards. The District's office is located at 1220 Lakeway Drive in Bellingham. Office Hours are Monday through Thursday 8:00 a.m. to 5:00 p.m. except major holidays.

Index of District Records		
Types of Records	Access	Web Site Location (if applicable)
Rates and Charges	Web Site	Rates
Rate Study Materials	Web Site	Rates
Water or Sewer Comprehensive Plans	Web Site	Resources
Consumer Confidence Reports	Web Site	Resources
Administrative Code	Web Site	Resources
Budgets and Financial Reports	Web Site	Financial
Commissioner Contact Information	Web Site	About us
Commissioner Meeting Schedules, Agendas, Meeting Packets, Minutes	Web Site	Home Page
Resolutions and Index of Resolutions	By request	
Public Works Project Files	By request	
Developer Extension Project Files	By request	
Maps	By request	
Correspondence	By request	