

**REGULATIONS OF
ORANGE COVE IRRIGATION DISTRICT
PERTAINING TO
PUBLIC INSPECTION OF RECORDS**

1. Statement of Policy

Public records of the ORANGE COVE IRRIGATION DISTRICT ("DISTRICT") are open to inspection by any citizen, or his or her lawful representative, subject to the provisions of these Regulations.

2. Presence of District Personnel

No public inspection of District records shall be permitted unless an authorized employee of the District, so designated by the District Manager, is present at all times during such inspection. Such an authorized employee may not interfere with such inspection, except when necessary to prevent theft or mutilation of, disorder in, or accidental damage to the records.

3. Number of Persons Inspecting Records

Due to the limited size of the District office, only one person may inspect records, inspection shall be on a first-come first-served basis.

4. Time of Inspection; Limitations

Due to the limited personnel employed by the District, inspection of District records may be made only during the time from 2:00 P.M. to 4:00 P.M. of each business day during which the District is open. Notwithstanding the foregoing, if no authorized employee is available to be present for an inspection of District records, due to the bona fide emergency or the unanticipated press of business requiring the assistance of all such authorized District employees to maintain the functions of the District, then in such event the inspection period for that day shall be suspended until an authorized employee becomes available.

Regulations pursuant to Resolution 3-80, approved at regular meeting of Board of Directors held on April 9, 1980.