

# **OVERTON POWER DISTRICT No. 5**

615 North Moapa Valley Boulevard  
P O Box 395  
Overton, Nevada 89040-0395

**Regulation No. OPD-A-06.200**

**Date Approved: April 16, 2008**

**Approved By :** \_\_\_\_\_

## **OVERTON POWER DISTRICT No. 5 ADMINISTRATIVE REGULATION**

### **RELEASE OF INFORMATION**

#### **A. GENERAL**

In order to maintain the orderly operation of Overton Power District No. 5 (District) details of the District's operations, records and files may not be made available to any individual or group without prior written approval by the District.

Accordingly, the following is hereby adopted as the regulation pertaining to the Right of consumers to inspect the books and records of the District.

#### **B. GOVERNING PRINCIPLES**

1. Any consumer of the District may, in person or through a duly authorized agent or attorney, inspect the books and records of the District, subject to the following conditions and limitations
  - a. Such consumer must be acting in good faith.
  - b. The inspection sought must be for a proper purpose.
  - c. The books and records sought to be inspected must be pertinent to such purpose.
  - d. The inspection be based upon prior written request, and approval made not less than one week prior to the time of such inspection.
  - e. All inspections of the District's books and records shall be made at the District's Overton office during regular business hours.

2. The initial determinations of good faith and proper purpose shall be the responsibility of the District's General Manager. In case of doubt, the General Manager may refer such determination to the District's Attorney or Board of Trustees (Board), in the event of an adverse initial determination by the General Manager, the consumer may appeal such adverse initial determination to the Board. In all cases, any determination by the Board shall be final, subject only to a ruling or order of a court having jurisdiction.
3. The following books and records of the District shall not be open to inspection, except by specific authorization of the Board.
  - a. Personnel actions, such as promotions, demotions, disciplinary matters and compensation of individual employees by name (except compensation of employees by general classification or position).
  - b. Trade secrets and like information where disclosure might cause competitive disadvantage to the district.
  - c. Price or bid quotations for equipment, materials and supplies prior to acceptance.
  - d. Confidential inter-office letters, memorandums or communications prior to acceptance by the Board as part of management policy.
  - e. Material or communications that could possibly be libelous in nature.

**C. COPIES**

A consumer of the District may make notes or copies of District books and records inspected. The District will furnish photo static copies of such records on request, provided the applicant pays the reasonable cost thereof, including employee time @ thirty dollars (\$30) per hour, plus duplicating materials and use of duplicating equipment @ twenty cents (.20) per page.

**D. REQUEST FORM**

The request form is set forth on the following page.

