



**NOTICE**

THE BOARD APPROVED THE FOLLOWING WATER POLICIES & PROCEDURES FOR A 15-DAY PUBLIC COMMENT PERIOD ON MARCH 27, 2025. THESE WP&P SECTIONS INCLUDE:

- **WP&P 41-304. Hearing Records and Public Inspection Requests**

**WP&P 41-304. Hearing Records and Public Inspection Requests.**

- 1) OE Docket. The OE shall maintain a docket for each hearing before it. The OE Docket shall include the name of the case, the parties, including any noticed attorneys, and a register of actions. The OE Docket may be made available to the public upon written request to the OE via the Contact email (contact@frwmb.gov).
- 2) Hearing Transcript. All OE hearings shall be recorded. See WP&P 41-101(4) and (5). Upon written request, the parties will receive a link to the recording. The parties may also request a copy of the hearing transcript. Parties requesting a hearing transcript will be charged for reproduction costs and Staff time as clearly set forth in an OE invoice.
- 3) Record – Maintenance. The hearing record will be kept by the OE in both a secure electronic location and in hard copy format. The hearing record and the OE Docket shall be updated contemporaneously in the event of an appeal or public inspection request.
- 4) Record – Retention. The OE shall permanently retain all pending and closed case files within a secure electronic location. Documents not part of the official record but related to the case file does not require retention and will be destroyed.
- 5) Public Inspection – Generally. The public may inspect certain documents, pleadings, and transcripts from a specific case only after the case has a final decision or order. The public may request a copy of the OE Docket at any time. To submit a public inspection request for documents listed in the OE Docket, the public make a written request to the OE via the Contact email (contact@frwmb.gov). The written request must specify which documents, pleadings, and/or transcripts he/she would like a copy of as described in the OE Docket. The requestor must pay the specific fee as determined by the fee schedule. Payments must be made in advance of receiving information and via check or money order made payable to the FRWMB.
- 6) Public Inspection – Final Orders and Decisions. The OE must maintain an index of all final orders and decisions in cases and declaratory rulings on the Board's website. Digital copies of final decisions and orders must be given to the public upon written request.
- 7) Public Inspection – Personal Information. The OE shall, under no circumstances, produce to and/or allow the public to inspect documents that contain Personal Information. Any documents, pleadings, or transcripts created by the OE that contain such information and that are subject to a public inspection request shall be redacted prior to public inspection. See *also* Resolution frwmb #5 (2024).
- 8) Communication with Public. The OE shall not communicate with the public regarding an active and ongoing hearing or appeal. The OE may communicate with the public about a hearing or appeal after a final decision or order has been issued, but the communication will be limited to general issues, facts, and outcome(s). OE

communication with the public during an active or ongoing hearing is limited to requests for public inspection of the record including documents requested, the fee schedule, and the request procedure itself.

9) Fee Schedule. The OE fee schedule is set forth below.

**OE FEE SCHEDULE**

Reasonable public inspection fees are allowed and described in the following fee schedule for the following services.

The current fees are:

Digital copies of OE Docket	No charge
Photocopies, all sizes black and white	\$0.35/page
Photocopies, color	
8.5x11	\$0.75/page
8.5x14	\$0.80/page
11x17	\$1.00/page
Computer services	Based on type of service
Recording of hearing	\$2.00 + labor costs
Cost associated with contractor for hearings	Contractor dependent

The OE will issue an invoice for any fees owed. Any fees owed by a member of the public from an inspection request must be paid via check or money order to the FRWMB.