



**Mendocino County
Air Quality Management District**

306 East Gobbi Street
Ukiah, California 95482
(707) 463-4354 Fax: 463-5707
mcaqmd@mendocinocounty.org
www.mendoair.org

PUBLIC RECORDS REQUEST

To expedite your request for District records, please fill out this form completely, and identify specifically the type of records you are requesting. Please limit your request to one facility or one site address for each request form filed. Additional forms or pages can be used if requesting information for more than one facility or for records not identified on this form. Requests should reasonably describe identifiable records prepared, owned, used, or retained by the District. District staff are available to assist you in identifying those records in the District's possession. The District is not required by law to create a new record or list from an existing record.

REQUESTOR Information						
Requestor's name				Company:		
Mailing Address:			City:		State:	Zip:
Phone#			Email:			
Facility name:						
Date range of requested records:	From:			To:		
Specific Public Records requested for review/disclosure (subject to facility review, i.e. trade secrets, confidential information)						
<input type="checkbox"/> File Review only	<input type="checkbox"/> Review and Copy		<input type="checkbox"/> Copies of records			
<input type="checkbox"/> Applications	<input type="checkbox"/> Health Risk Assessment		<input type="checkbox"/> Permits to Operate			
<input type="checkbox"/> Asbestos notifications/records	<input type="checkbox"/> Notices to Comply		<input type="checkbox"/> Site Inspection reports			
<input type="checkbox"/> Complaints	<input type="checkbox"/> Notices of Violation		<input type="checkbox"/> Other (describe below)			
Signature of Requestor ↴				Date ↴		
<input type="checkbox"/> I agree to reimburse the MCAQMD for the direct cost of duplicating the information requested in accordance with Government Code Section 6253(b). NOTE: After preliminary estimate, <u>advance payment may be required</u>						

District Public Records Disclosure Information

It is the policy that all District records, not otherwise exempted from disclosure by statutory or case law, shall be open for public inspection with the least possible delay and expense to the requesting party. Toward this end, most records may be inspected at the District's office with minimal delay. The District may require up to ten (10) days to provide copies of the requested records. For extensive records the District may require an additional 14 days as provided for in the Public Records Act. The cost for copying public records is \$0.10 per page (letter or legal size). Records involved in enforcement proceedings may not be available pending closure of enforcement action.

For District Use Only						
Date received			Response due on			Fac #
Request received	<input type="checkbox"/> Email	<input type="checkbox"/> Fax	<input type="checkbox"/> Mail	<input type="checkbox"/> Other		PRR#
Copy Service appointment date			Time			Confidential information
Request denied	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Reason for denial			
Request satisfied date			Initials			Fees paid date
Certificate of No Records attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Response approved/authorized by			

INSTRUCTIONS FOR REQUESTING RECORDS

(California Public Records Act, Govt. Code Sections 6250-6276.48)

1. In order to expedite your request, requests for records should be in writing. Requests will be processed in the order in which they are received. A Public Records Request Form can be faxed to you by calling 707/463-4354. Requests may be submitted by facsimile to 707/463-5707, or by email to mcaqmd@mendocinocounty.org
2. Requests must be for records prepared, owned, used, or retained by the District (Gov. Code Sec. 6252(e)). Requests should be for clearly identifiable records. If necessary, the District will assist the requestor in making a request that describes reasonably identifiable records (Gov. Code Sec. 6253.1). Copies will not be provided if disclosure would infringe upon a copyright, trade secret, or is otherwise exempt in accordance with state law.
3. A search for records can only be conducted by one or all of the following:
 - Facility Name, Address, or Identification Number;
 - Permit Application Number, or Permit to Operate Number
 - Other Documents – Date or Record Type
4. You will be notified within ten (10) days whether your request seeks copies of disclosable public records prepared, owned, used, or retained by this agency. In most cases, your request will be completed within 3-4 weeks.
5. If the search for records finds the records voluminous, you will be notified of the approximate number of pages and/or length of time it will take to process your request.
6. If the records you requested have been marked trade secret by the facility or is otherwise confidential as allowed by law, you will be notified and given the option of continuing with the District's trade secret process.
7. If your request is to review records, rather than receive copies, the District will notify you once the records are gathered, and arrangements will be made for your review.
8. The charge for the direct cost of duplication is as follows: Paper Copies, \$0.10/page. When records are requested in electronic format, the requestor shall bear the cost of producing a copy of the record, including the cost to construct the record and the cost of programming and computer services necessary to produce a copy of the record when either of the following applies: the request would require data compilation, extraction, or programming to produce the record. (Gov. Code Sec. 6253.9(b)).
9. For further clarification please refer to the California Public Records Act (California Gov. Code Sec. 6250 et seq.) and/or the District's Guidelines for Implementing the California Public Records Act. The Guidelines are available upon request.

If you have questions pertaining to the submittal of a Public Records Act request, you may contact the District office at 707/463-4354. Our email address is: mcaqmd@mendocinocounty.org