

INFORMATION – PUBLIC RECORDS REQUEST

In the matter of the information request of

_____, Requestor, this matter is hereby presented by Requestor to Northern Sierra Air Quality Management District (District) pursuant to the Public Records Act, §6250 et seq of the California Government Code.

1. The name and mailing address of Requestor is as follows:

2. The mailing address to which Requestor desires information of this request to be sent, if different than above, is as follows:

3. On _____, Requestor requests the following public records:
 Month Day Year

Telephone Number: _____ Fax Number: _____

Email Address: _____

 (print or type name of Requestor)

 (signature of Requestor)

 (Date Signed)

POLICY TITLE: Public Record Act Requests

POLICY NUMBER: 1050

- 1050.10** The purpose of this policy is to provide an efficient manner for compliance with Public Record Act requests.
- 1050.20** It is the policy of the Northern Sierra Air Quality Management District to respond in an efficient and timely manner to all requests for information, within reasonable limitations imposed by workload and within the mandates of law.
- 1050.30** Procedure:
- 1050.31** Members of the public may request to review public records in person or by mail. A form ("Information - Public Record Request") is to be filled out for each such request.
- 1050.32** The Public Records Act, California Government Code §§ 6250 *et seq*, observed by the Northern Sierra Air Quality Management District, allows ten (10) days for response to a request for information. Requestors will be notified no later than 10 days after receipt of their request whether and when the requested material will be made available.
- 1050.33** Direct review of District files will not be permitted until staff or the District's counsel has reviewed the file for confidential or privileged materials. Any materials withheld and the basis therefor will be identified. Copies of requested records will be made available at the earliest possible time, consistent with District workload.
- 1050.34** Copies of requested records will be provided to the requestor at the District's estimated reproduction costs, currently twenty five cents (\$0.25) per page for photocopying. These fees must be paid *in advance* of release of the requested records.
- 1050.35** Up to ten (10) pages of requested records will be faxed upon request and advance payment of \$0.04 per page in addition to the reproduction costs.
- 1050.36** Any non-routine request where information must be researched, or extracted and/or compiled shall only be done when full District costs are recovered in advance. District costs shall estimated using the current burdened hourly rates for the employee doing the work.