



# DEPARTMENT OF ENVIRONMENTAL HEALTH

633 WASHINGTON STREET, ROOM 36  
RED BLUFF, CA 96080  
Phone (530) 527-8020 Fax (530) 527-6617

## *Public Records Request*

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Legal Residence: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Specific Public Records Requested for Disclosure: \_\_\_\_\_

Dates of Period: \_\_\_\_\_

Signature: \_\_\_\_\_ CONTACT No. \_\_\_\_\_

Date: \_\_\_\_\_

### *Public Records Disclosure Policy*

*It is the policy that all Division Records, not otherwise exempted from disclosure by statutory or case law, shall be opened for public inspection with the least possible delay and expense to the requesting party. Toward this end, most records may be inspected at the Division's Office with minimal delay. **The Division may require up to ten (10) days to copy requested records.** The cost for copying public records is .25 for each page. Records involved in enforcement proceedings may not be available pending the closure of the enforcement action.*

**There will be a \$5.00 fee per copy for a CD copy of requested records**

**PREVENT • PROMOTE • PROTECT**