

North Coast Unified Air Quality Management District
2300 Myrtle Avenue. Eureka, CA. 95501
Phone: (707) 443-3093 Fax: (707) 443-3099

PUBLIC RECORDS REQUEST FORM

This Public Records Request Form is to be completed by each person or applicant seeking to review or copy District records

1. Applicant: _____
2. Legal Residence: _____
3. Mailing Address: _____
4. Phone: (_____) - _____ - _____ Fax: (_____) - _____ - _____

5. Emission Source(s) and / or Public Records, for which this Public Records Request is made:

6. Specific Public Records Requested for Disclosure:

7. Dates of Period(s) for Emissions of Interest?
From: ____ / ____ / ____ To: ____ / ____ / ____

8. I am seeking to review the Public Records itemized above on ____ / ____ / ____ (when you expect to inspect the records at the N.C.U.A.Q.M.D. office).

9. I am requesting a copy of the Public Records itemized above on ____ / ____ / ____ (when you expect to inspect the records at the N.C.U.A.Q.M.D. office).

Signature of Applicant: _____ Date: ____ / ____ / ____

District Public Records Disclosure Information

It is the policy of the N.C.U.A.Q.M.D. that all N.C.U.A.Q.M.D. 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 N.C.U.A.Q.M.D. office with minimum delay. The N.C.U.A.Q.M.D. may require up to ten (10) days to copy requested records. The N.C.U.A.Q.M.D. charges actual costs. The best estimates of actual costs for copying public records is \$2.00 for the first page and .25 cents for each page thereafter. Exceptions are information reports which the N.C.U.A.Q.M.D. has previously copied and has available for general distribution. Records involved in enforcement proceedings may not be available pending the closure of the enforcement action.

For Internal District Use Only

Date Received: ____ / ____ / ____ Process Due Date: ____ / ____ / ____

Processed By: _____

Confidential Information? YES / NO Authorized By: _____