



## COUNTY OF SAN LUIS OBISPO Department of Agriculture/Masurement Standards

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### **PUBLIC RECORDS ACT REQUEST FORM**

*This form is not required to submit a request, however this helps us identify records you are requesting and track your request.*

The San Luis Obispo County Department of Agriculture/Weights and Measures (the Department) will respond to requests for public records in accordance with the California Public Records Act (the Act). The Department will determine, within 10 days of receipt of a request, whether it can fill the request and will notify you of the determination and the estimated cost for the records (if applicable).

The Act provides that the Department may charge a fee for copying documents. **Documents will be released after payment of all fees is received.** Current fee for copies is 10 cents per page.

Records are available in the Department's office during normal business hours. If your request is to view records rather than receive copies, an appointment will be arranged for you once the records are gathered.

To expedite your request, please fill out this form completely with as much detail as possible to identify specifically the documents you are seeking. The Act does not require the Department create a new record(s) or list(s) from existing records. However, for certain types of public records, the Department can create customized queries for a fee. (See Supplemental Request form).

#### **REQUESTER INFORMATION:**

Date of Request:

Name:

Company/Agency:

Mailing Address:

Phone Number: (Home)

(Cell)

Fax Number:

Email Address:

Contact Person for this Request:

**REQUESTED RECORDS:** (please be as specific as possible):

- I request a letter of verification of pesticide use history for organic certification purposes. (Please fill out the Supplemental Request form).

**TIME PERIOD COVERING RECORDS REQUESTED:**

**SERVICE REQUESTED:**

- I wish to inspect requested records and do not want copies produced at this time
- I request copies of requested records and I understand that I will be informed of the cost prior to copies made. I understand and agree that I will pay for copies in advance of copies being made.
- I request a customized query created from public records (see Supplemental Request form). A fee will be charged for customized queries.

**HOW DO YOU WANT TO RECEIVE THE REQUESTED INFORMATION?**

- Walk-in/Pick-Up from our office
- Fax
- Mail
- E-Mail (if applicable)

**FOR INTERNAL USE:**

Request received via: <input type="checkbox"/> Walk-in <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Other  Staff Initials:                      Given to:	Assigned to:  Statute Deadline Date:  Date of Notification of Receipt of Request:
Delivery Date:  Method: <input type="checkbox"/> Mailed <input type="checkbox"/> Faxed <input type="checkbox"/> E-mailed <input type="checkbox"/> Walk-in/Personal Pick-Up <input type="checkbox"/> Other:  Staff Initials:	Total # Pages Copied:  Fee Collected and Receipt Number:  Fee Waived – List Reason:  Staff Initials:

**PUBLIC RECORDS ACT SUPPLEMENTAL REQUEST FORM**  
**Supplemental Information for Customized Computer Records Query**

Standard Mailing List - All current Permittees.

**OR**

Special query: Specific Growers, Individuals:      Permit Number \_\_\_\_\_

Site ID(s) \_\_\_\_\_

\_\_\_\_\_

All or Specific Geographic Areas (section-township-range, assessor's parcel number, physical address, road intersections). NOTE: A map with specific areas marked and listing a pesticide use permit number, assessor parcel number (APN) or section, township and range information is especially helpful if you are requesting information about a particular area. Specific permit number/site ID's is desired. This reduces the time it takes to locate the desired information, and reduces the cost to you.

\_\_\_\_\_

\_\_\_\_\_

All or Specific Commodities (Crops): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All or Specific Pesticides Used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Range for Pesticide Applications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Search Information:

\_\_\_\_\_

\_\_\_\_\_

<p><b>Please select preferred method of delivery:</b></p> <p><input type="checkbox"/> E-mail</p> <p><input type="checkbox"/> U.S. Mail - CD</p> <p><input type="checkbox"/> J.S. Mail - paper copy</p>	<p><b>Please select preferred data format:</b></p> <p><input type="checkbox"/> Comma delimited text file</p> <p><input type="checkbox"/> Microsoft Excel file</p> <p><input type="checkbox"/> Microsoft Access table</p>
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NOTE: The charge for customized computer query time is \$94 per hour. Payment is due upon completion and prior to the release of the query results. Queries estimated to take more than one hour to complete will require a prepayment of \$50.