

**North Coast Unified
Air Quality Management District**
707 L Street, Eureka, CA 95501
Telephone (707) 443-3093 FAX (707) 443-3099
www.ncuaqmd.org



PUBLIC RECORDS REQUEST FORM

(Request records under the California Public Records Act, CA Gov Code §6250 et seq.)

Requesting Party Information:

Name:		Company:		
Mailing Address:		City:	State:	Zip:
Email Address:				
Phone:	Cell:	Fax:		

Specific Public Records requested for disclosure (permits, applications, reports, files, data, correspondence, emissions, notices of violation, etc.):

Facility name or location/address for which this Public Records Request is made (facility name, property APN/address, source name, complainant name, etc.):

Requested date range or period of interest for Records Request:

From: ____ / ____ / ____ To: ____ / ____ / ____

I am seeking to review the Public Records itemized via:

- Email U.S. Mail View* & Copy View* Only

* I would like to review the Public Records itemized in person by ____ / ____ / ____

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

District Public Records Disclosure Information

It is the policy of the NCUAQMD that all 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. The NCUAQMD may require up to ten (10) days to locate and examine records potentially responsive to your request. The NCUAQMD charges document fees as per Rule 403, where the best estimates of actual costs for copying public records is \$2.00 for the first page and \$0.25 cents for each page thereafter. The requesting party will be given an estimate for record reproduction prior to copying and will be required to pay for records before receiving them. Typically, there is no charge for records that may be provided digitally, unless these records are only retained in hardcopy format.