



Environmental Health Services
 225 Camino del Remedio ♦ Santa Barbara, CA 93110
 805/681-4900 ♦ FAX 805/681-4901
 2125 S. Centerpointe Pkwy., #333 ♦ Santa Maria, CA 93455-1340
 805/346-8460 ♦ FAX 805/346-8485

PUBLIC RECORD REVIEW REQUEST

Requestor's Name (Please Print): _____ Agency/Affiliation: _____

Address: _____
 (Number) (Street) (City, State) (Zip code)

Daytime Phone Number: _____ Fax Number: _____

Email: _____

Business/Property Owner

Agent of Business/Property Owner

Describe, in detail, the public record(s) being requested for review or photocopy:
Address of location being requested:
APN of location:
Other details about the location and the type of record being requested:

RESPONSIBILITY STATEMENT

I have read and understand the Public Records Review Guidelines on the back of this page and agree to abide by them.

 PRINT NAME SIGNATURE DATE

FOR COUNTY USE BELOW THIS LINE

ACTION	DATE	INITIAL	NOTES/INFORMATION
REQUEST RECEIVED			
SUPERVISOR REVIEW			
RETURNED TO CLERICAL			
REQUESTOR CONTACTED # 1			
REQUESTOR CONTACTED # 2			
DATE/TIME REVIEW SCHEDULED			
DATE/TIME MATERIAL REVIEWED			

Number of Copies: _____ @ .35¢ each = _____ Postage Fee _____ Total: \$ _____
 Amount Paid \$ _____ Date: _____ Check #: _____ Receipt #: _____

Public Record Review Guidelines

To protect the records and your right to review them, please follow these "Guidelines for Public Record Review." Your signature on the opposite side of this document (under RESPONSIBILITY STATEMENT) shall serve as evidence of your understanding of, and compliance with, these directions.

AN APPOINTMENT MUST BE ARRANGED TO REVIEW PUBLIC RECORDS IN ADVANCE

Any person may request access to public records (excluding privileged legal or trade secret information) of this agency by fax, email, or U.S. mail. A request will reasonably describe an identifiable record or information to be produced. Requests will be processed as soon as possible, taking into consideration staff availability. Upon receipt of a written request, a member of our staff will contact you and coordinate a time and date for the review. Making an appointment ensures files will be available for your review, saving your time as well as ours. In the interest of fairness, there may be a limit of the number of files per request. Another request may be submitted once files have been reviewed and returned. Requests may take up to seven (7) to ten (10) days to be processed, based on staff availability.

Requests are processed in the order in which they are received.

WHEN YOU ARRIVE

The File Review Coordinator will ensure that you have read and signed this Public Record Review form prior to reviewing any files.

- No pens are allowed near the files.
- You will be provided with a pencil for notes, and paper clips to indicate pages you want to have copied.
- Do not remove pages or mark on the public records.

Altering or removing documents is an offense punishable by law.

When you are finished reviewing the files, please advise the Coordinator who will then collect the files from you. No records will be permitted to leave this office.

COPIES OF PUBLIC RECORDS

If you wish to have a limited number of pages copied, this office will attempt to meet your needs for a nominal fee of \$.35 a sheet plus postage, if mailed. For copying beyond this, you will need to contact a bonded copying company. The copying company of your choice will then schedule a time with the File Review Coordinator to come to this office and copy your documents.