



El Dorado County Air Quality Management District

330 Fair Lane, Placerville, CA 95667
www.edcgov.us.AirQualityManagement
(530) 621-7501 FAX (530) 295-2774

PUBLIC RECORDS REQUEST FORM

CONTROL NUMBER

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ATTENTION REQUESTOR: To expedite your request for District records, please fill out this form completely, and identify specifically the type of records you are requesting. Please limit your request to one facility or one site address for each request form filed, and three requested items per form. Additional forms or pages can be used if requesting information for more than one facility or for records not identified on this form. Requests should reasonably describe identifiable records prepared, owned, used, or retained by the District. Staff is available to assist you in identifying those records in the District's possession. The District is not required by law to create a new record or list from an existing record.

REQUESTOR INFORMATION

NAME:	DATE:
COMPANY:	
MAILING ADDRESS:	
CITY:	STATE: ZIP CODE:
PHONE NUMBER:	FAX NUMBER:
EMAIL ADDRESS:	

REQUESTED RECORDS (3 items per form)

<input type="checkbox"/> Applications (APPLS)	<input type="checkbox"/> Complaints	<input type="checkbox"/> Asbestos Notifications/Records
<input type="checkbox"/> Permits to Operate (P/O)	<input type="checkbox"/> Site Inspection Reports (I/R)	<input type="checkbox"/> Facility Potential to Emit (PTE)
<input type="checkbox"/> Equipment List Report (EQL)	<input type="checkbox"/> Emissions Summary	<input type="checkbox"/> Facility Positive Balance (NSR)
<input type="checkbox"/> Notices of Violation (NOV)	<input type="checkbox"/> Source Test Reports (S/T RPTS)	<input type="checkbox"/> Toxic-Health Risk Assessment (HRA)
<input type="checkbox"/> Notices to Comply (N/C)	<input type="checkbox"/> Air Monitoring Data	<input type="checkbox"/> Other (describe below or on additional pages):
TIME PERIOD OF DOCUMENTS REQUESTED	From:	To:

REQUESTED FACILITY INFORMATION (If Applicable)

FACILITY NAME:		
FACILITY ADDRESS:		
CITY:	STATE:	ZIP CODE:
FACILITY I.D. NO. (if known):	APPL. AND/OR PERMIT NO. (if known):	

Direct cost of duplication: \$.15 per page for paper copies (first 10 pages free) and \$.50 per copied audio tape. No charge for copied Diskettes or CDs. Transfer of gathered electronic records onto CD or Diskette typically costs \$10.00 each, but costs will vary (see Instructions for Requesting Records).

- I wish to inspect the requested records, where applicable, or receive the requested records electronically at no charge. I do not want copies produced at this time.
- I request that the EDCAQMD contact me prior to copying the requested records if the cost exceeds \$20.00.
- I would like copies of the requested records and I hereby agree to reimburse the EDCAQMD for the direct cost of duplication accordance with Gov. Code Sec. 6253(b).

Signature of Requestor

Note: After a preliminary estimate, advance payment may be required.

EL DORADO AIR QUALITY MANAGEMENT DISTRICT

INSTRUCTIONS FOR REQUESTING RECORDS **(California Public Records Act, Govt. Code Sections 6250-6276.48)**

1. In order to expedite your request, requests for records should be in writing. Requests will be processed in the order in which they are received. A Public Records Request Form can be faxed to you by calling (530) 621-7501. A form is also available on the AQMD's web page at http://www.edcgov.us/Government/AirQualityManagement/District_Rules.aspx . Requests may be submitted by fax to (530) 295-2774, or email to aqmd@edcgov.us
2. Requests must be for records prepared, owned, used, or retained by the District (Gov. Code Sec. 6252(e)). Requests should be for clearly identifiable records. If necessary, the District will assist the requestor in making a request that describes reasonably identifiable records (Gov. Code Sec. 6253.1). Copies will not be provided if disclosure would infringe upon a copyright, trade secret, or is otherwise exempt in accordance with state law.
3. A search for facility records can only be conducted by one or all of the following:
 - Facility Name, Address, or Identification Number;
 - Facility Application Number, or Permit to Operate Number; or
 - Facility Notice of Violation/Notice to Comply Number.
4. You will be notified by mail within ten (10) days whether your request seeks copies of disclosable public records prepared, owned, used, or retained by this agency. In most cases, your request will be completed within 3-4 weeks.
5. If the request is for a record that must be constructed by compilation, extraction or programming, you shall bear the cost of producing the copy of the record. You will be notified of the approximate number of pages and/or length of time it will take to process your request and the total cost.
6. If the records you requested have been marked confidential by the source of the record, you will be notified and given the option of continuing with the District's trade secret process.
7. If your request is to review records, rather than receive copies, the District will notify you once the records are gathered, and arrangements will be made for your review.
8. The charge for the direct cost of duplication is as follows: Paper Copies, \$0.15/page each over 10 pages (first 10 pages are free); Copied CD's no charge; and Copied Audio Tapes, \$5.00 each. When records are requested in electronic format, the requestor shall bear the cost of producing a copy of the record, including the cost to construct the record and the cost of programming and computer services necessary to produce a copy of the record when either of the following applies: (1) the District would be required to produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals, or (2) the request would require data compilation, extraction, or programming to produce the record. (Gov. Code Sec. 6253.9(b)). The transfer of gathered electronic records onto CD or Diskette typically cost \$10.00 each. An invoice will be issued and payment must be received before records are released.
9. For further clarification please refer to the California Public Records Act (California Gov. Code Sec. 6250 et seq.)