



# Calaveras County Environmental Management Agency

891 Mountain Ranch Road San Andreas, CA 95249  
Phone: 209-754-6399 Fax: 209-754-6722

## **PUBLIC RECORDS REQUEST FORM**

The Department's records are open to inspection at all times during our office hours and any person has a right to inspect any public record except those public records exempt from disclosure under the Public Record Act (Government Code 6250 et seq). Any reasonable segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law. The County's Public Records Fee Ordinance #2909 is available on the county website as well as the County Public Records Resolution #10-019 which contains the County's Policy covering Public Records Request.

Your request must reasonably describe an identifiable record or records. If you want physical copies of the documents requested, if in existence and disclosable, check the box here  you will be charged at .50 cents per copy.

Please provide the following information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Assessor's Parcel Number (APN): \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_