

# **TULARE COUNTY**

### **HEALTH & HUMAN SERVICES AGENCY**

Environmental Health Services 5957 S Mooney Blvd, Visalia, CA., 93277-9394 559 624-7400 ◆ FAX 559 749-9794

Email requests to TCEHPRA@tularecounty.ca.gov

# PUBLIC RECORD REVIEW REQUEST

Requestor's	Agency/Af	Agency/Affiliation					
Address							
	mber Street	City		State	ZIP	Daytime Pho	one No.
Email Address	5						
□ Business/	Property Owner	□ Agent of B	usiness/F	Property Owner			
	☐ Pool/Spa File	ater well (Provid	le APN #	:			Mat File Other
□ File Kevi	ew □ Copy(ies)	requested and m	arked w	ith an X below			
Date of Document	Describe the publi	c record(s) you	are seek	ting to inspect or o	btain a c	opy of:	X Copy Requested
		\ / J		0 1		1 /	
I have read a them.	nd I understand the Pt			STATEMENT delines on the back of	of this pag	ge and agree	to abide by
PRINT NAME		SIGNA	ΓURE			DATE	
	F	OR COUNTY U	SE ONL	Y BELOW THIS LIN	JE		
Date	Action		Initial	Notes and Informati	on		
	REQUEST RECEIVED						
	☐ Letter/Form attach						
	SUPERVISOR REVIEW						
	RETURNED TO CLER	ICAL					
	REQUESTOR CONTAC	CTED # 1					
	REQUESTOR CONTAC	CTED #.2					

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DATE/TIME R	EVIEW SCHEDULED			
DATE/TIME N	MATERIAL REVIEWED			
\$2.25 first page + [ # add'l pg	@ \$.25 ] = \$	+ Postage Fee	= TOTAL \$	
Amount Paid \$	Date	Receipt Number	Processed by:	(P. or. 4/12)

### **Guidelines for Public Record Review**

To protect the records and your right to review them, please follow these "Guidelines for Public Record Review."

You are asked to sign the agreement on the front of this page, stating that you have read and agree to comply with these directions.

Requests to access public records (excluding privileged legal or trade secret information) shall be made by **Email**, Fax or Mail. A request must **reasonably describe an identifiable record or information to be produced**. A request will be processed as soon as possible, taking into consideration staff availability. However, requests may take up to ten (10) days to complete.

AN ADVANCE APPOINTMENT MUST BE ARRANGED TO REVIEW PUBLIC RECORDS. You may call 559 624-7400 to schedule an appointment to review files AFTER submitting this completed form. OR

Upon receipt of a written request, this office will contact you by telephone to coordinate a time and date for the review. The appointment ensures that files will be available for review. In the interest of fairness, there will be a limit on the number of files requested at any one time. Additional requests may be submitted after previously requested files have been reviewed and returned.

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

WHAT TO DO WHEN YOU ARRIVE IN OUR OFFICE TO REVIEW PUBLIC RECORDS 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 or sticky tabs to indicate pages you wish to have copied.
- Do not remove pages or mark on the public records.
- •Altering or removing documents is an offense punishable by law
- •No records will be permitted to leave the office.

When you are finished reviewing the files, please advise the Coordinator who will collect the files from you.

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#### IF YOU WOULD LIKE COPIES OF PUBLIC RECORDS

If you wish to have a limited number of pages copied, (legal paper size maximum) this office will attempt to meet your needs for a nominal fee plus postage if mailed. For copying needs beyond this, you will be responsible for contracting with a bonded copying company. The copying company of your choice must then schedule a time with the File Review Coordinator to come to the office and copy the requested documents.

It takes considerable staff time to process file review requests. If you foresee that you will not need to review documents, please contact this office immediately to withdraw your public record review request. This will save valuable time and allow this office to provide efficient and effective service to all.

Thank you for your consideration.

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