

	DATE/TIME REVIEW SCHEDULED		
	DATE/TIME MATERIAL REVIEWED		

\$2.25 first page + [# add'l pg _____ @ \$.25] = \$ _____ + Postage Fee _____ = **TOTAL \$** _____

Amount Paid \$ _____ Date _____ Receipt Number _____ Processed by: _____
(Rev.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.

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.