



REQUEST TO INSPECT / REVIEW RECORDS

The California Public Records Act (Government Code section 6250 et seq.) requires public agencies to make their records available for public inspection and copying unless the records are otherwise exempt from disclosure. We are required to respond to a request for copies of records within 10 calendar days, absent unusual

circumstances, in which case, we will notify you that the response will be delayed for an additional 10 calendar days. If you need assistance in formulating a request for records or need more information about the types of records we keep and how we store them, please call the office at (707) 565-2371.

For Office Use Only

Reviewed: _____

Completed: _____

Amount Due: \$ _____

Program: _____

DISCLAIMER: Because records may contain information from third parties or other information that has not been verified, the County of Sonoma County assumes no responsibility arising from the use of any information in records we provide pursuant to your request. Records are provided without warranty of any kind. Use of any information in records we provide is strictly at your own risk.

1. Please list specifically which record(s) you would like to view. For example, specific location(s), operator(s) or grower name(s), specific date(s) of information, and any other facts that will help us limit our search for the record(s) you wish to view.
2. If you need information for organic certification, please provide the permit number(s) for the past three years, site number(s), address(es), and assessor's parcel number(s).

3. If you wish to have records copied, a fee of **\$0.35/page** will be charged. If data compilation, extraction, and/or programming are necessary to produce paper or electronic copies of any requested record(s), the hourly rate fees for each division listed below will apply:

- Agriculture Division
- Land Stewardship
- Weights & Measures Division

Current fee list for each division is located on our website here: <https://sonomacounty.gov/natural-resources/agriculture-weights-and-measures/programs-and-services/fees>. The fee **must** be received prior to the release of the information, and you will be notified of the total cost.

4. The person(s) or business(es) which are the subject of records we produced in response to this request may be notified that their records were disclosed.

Requesting Party Name: _____

Affiliation / Organization: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

How would you like the data delivered to you (check one)? ☐ Email ☐ Mail ☐ Fax ☐ Pick Up

☐ Other: _____

Signature: _____ Date: _____

Signature and date are required. Signature indicates your understanding of this policy.