

**North Coast Unified Air Quality
Management District**
707 L Street, Eureka, CA 95501
Telephone (707) 443-3093 FAX (707) 443-3099
<http://www.ncuaqmd.org>



PUBLIC RECORDS REQUEST FORM

This Public Records Request Form is to be completed by each person or applicant seeking to review or copy records of the North Coast Unified Air Quality Management District (NCUAQMD).

1. Applicant: _____
2. Company: _____
3. Legal Residence: _____
4. Mailing Address: _____
5. Email Address: _____
6. Phone: (____) _____ - _____ Extension: _____ Fax: (____) _____ - _____

7. Topic(s) or Emissions Source(s) for which this Public Records Request is made:

8. Specific Public Records requested for disclosure:

9. Requested date range or period of interest for Records Request:

From: ____ / ____ / ____ To: ____ / ____ / ____

10. I am seeking to review the Public Records itemized via:

- Email
- US Mail
- Pick-up
- View Only

I am seeking to review the Public Records itemized by ____ / ____ / ____

Signature of Applicant: _____ Date: ____ / ____ / ____

District Public Records Disclosure Information

It is the policy of the NCUAQMD that all NCUAQMD records, not otherwise exempted from disclosure by statutory or case law, shall be open for public inspection with the least possible delay and expense to the requesting party. Most records may be inspected at the NCUAQMD office with minimum delay. The NCUAQMD may require up to ten (10) days to locate and copy requested records. The NCUAQMD charges document fees as per Rule 409, where the best estimates of actual costs for copying public records is \$2.00 for the first page and \$0.25 cents for each page thereafter. Exceptions are information reports which the NCUAQMD has previously copied and has available for general distribution. Records involved in enforcement proceedings may not be available pending the closure of the enforcement action.