

## **INSTRUCTIONS FOR REQUESTING RECORDS** **(California Public Records Act, Govt. Code Sections 6250-6276.48)**

1. All requests for copies of public records must be made in writing. Requests will be processed in the order in which they are received. A Public Records Request Form can be faxed to you by calling the District's Public Records Coordinator at (559) 230-6000. A form is also available on the District's web page at [www.valleyair.org](http://www.valleyair.org). Requests may be submitted by facsimile to (559) 230-6061, or by mail to Public Records Request, 1990 East Gettysburg Avenue, Fresno, CA 93726-0244, or by email to [public.records.coordinator@valleyair.org](mailto:public.records.coordinator@valleyair.org).
2. Requests must be for records prepared, owned, used, or retained by the District (Gov. Code Sec. 6252(e)). Requests should be for clearly identifiable records. If necessary, the District will assist the requestor in making a request that describes reasonably identifiable records (Gov. Code Sec. 6253.1). Copies will not be provided if disclosure would infringe upon a copyright, trade secret, or is otherwise exempt in accordance with state law.
4. You will be contacted within ten (10) days whether your request seeks copies of discloseable public records prepared, owned, used, or retained by this District.
5. If the search for records finds the records voluminous, you will be notified of the approximate number of pages and/or length of time it will take to process your request.
6. If the records you requested have been marked confidential you will be notified and given the option of continuing with the District's trade secret process.
7. If your request is to review records, rather than receive copies, the District will notify you once the records are gathered, and arrangements will be made for your review.
8. The charge for the direct cost of duplication is as follows: Photo copies, paper copies generated from computer database programs, diskette or microfiche are 10 cents per page. Copied CD's and Diskettes are \$4.50, faxed copies to requestor (maximum 30 pages) are \$4.50, and requests for mailing copies of requested records is actual postage plus \$4.50 handling charge.

Fees for programming and computer services, copying of audio and video tapes, however, will be based on the actual cost of the staff performing the work. The level of staff needed to fulfill the request for electronic information could vary depending on the intricacies and complexity of the request. For significant efforts, the requestor may be required to pay a portion or all of these costs in advance of commencing the work.

9. For further clarification please refer to the California Public Records Act (California Gov. Code Sec. 6250 et seq.) and/or the District's Guidelines for Implementing the California Public Records Act. The Guidelines are available in the lobby of all District offices or on the District's web site at [www.valleyair.org](http://www.valleyair.org).

If you have questions pertaining to the submittal of a Public Records Act request, you may contact the Public Records Coordinator at (559) 230-6000 during District working hours, mail to Public Records Coordinator, 1990 East Gettysburg Avenue, Fresno, CA 93726-0244, or by email to [public.records.coordinator@valleyair.org](mailto:public.records.coordinator@valleyair.org),