



Calaveras County
Environmental Management Agency

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PUBLIC RECORDS REQUEST POLICY

The Department's records are open to inspection at all times during our office hours and any person has a right to inspect any public record except those public records exempt from disclosure under the Public Record Act (Government Code 6250 et seq). Any reasonable segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law. Your request must reasonably describe an identifiable record or records. Copies of the documents requested, if disclosable, will be provided to you upon payment of the direct costs of duplicating the documents. Be sure to state the reason for your request. Upon receipt of a request, the Department will first estimate the time to retrieve the available information.

Please provide the following information:

Name: _____ Phone: _____

Mailing Address: _____

Reason for Request: _____

Signature: _____ Date: _____