

**TEHAMA COUNTY DEPARTMENT OF AGRICULTURE/WEIGHTS & MEASURES  
PUBLIC RECORDS REQUEST**

This Public Records Request form is to be completed by each person or applicant  
Seeking to review or copy records.

- 1. Applicant: \_\_\_\_\_
- 2. Legal Residence: \_\_\_\_\_
- 3. Mailing Address: \_\_\_\_\_
- 4. Phone ( ) \_\_\_\_\_ Email: \_\_\_\_\_
- 5. Specific Public Records Requested for Disclosure:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Dates of Period(s) for Records of Interest  
From: \_\_\_\_\_ To: \_\_\_\_\_

- 7. I am seeking to review the public records itemized above on \_\_\_\_\_ (when you expect to inspect the records at the office).
- 8. I am requesting a copy of the public records itemized above on \_\_\_\_\_ (when you expect to inspect the records at the office).

Signature of Applicant: \_\_\_\_\_  
Date: \_\_\_\_\_

**Agricultural and Weights & Measures Public Records Disclosure Policy:**

It is the policy that all Department 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. Toward this end, most records may be inspected at the Department's office with minimal delay. The Department may require up to ten (10) days copying requested records. The cost for copying public records is .10 for each page. Exceptions are information reports which the Department 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.

For Internal District Use Only		
Date Received _____	Process Due Date _____	Processed by _____
Confidential Information: Yes/ No		Authorized by _____

