



# REQUEST FOR RECORDS

Contra Costa  
Environmental Health  
2120 Diamond Blvd., Ste 200  
Concord, CA 94520  
Tel: (925) 692-2500  
Fax: (925) 692-2502

Requests will be processed upon receipt and the information will be provided as soon as possible.

Pursuant to California Government Code, Section 6254 (F), records of complaint investigations will not be released to the public.

Copies of requested records will be held for up to 14 days after requestor has been notified.

Costs for records duplicated must be paid upon receipt of records, as follows:

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COPY FEES:    \$0.10 PER PAGE WITH A MINIMUM CHARGE OF \$1.00

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### REQUESTOR INFORMATION

NAME:		DATE OF REQUEST:	
MAILING ADDRESS:			
PHONE:	FAX:	E-MAIL:	

### REQUEST FOR RECORDS

NAME AND LOCATION OF REQUEST:		
REASON FOR REQUEST:		
INCLUSIVE DATES FOR RECORDS OF INTEREST:	FROM:	TO:
COPIES REQUESTED: <input type="checkbox"/> YES <input type="checkbox"/> NO	REVIEW OF RECORDS ONLY: <input type="checkbox"/> YES <input type="checkbox"/> NO	
ITEMIZE DOCUMENTS REQUESTED AND LIST ANY ADDITIONAL REQUEST INFORMATION (Note: if additional space required, please attach on a separate page):		

### FOR OFFICE USE ONLY

REQUEST: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> DELAYED	BY:	DATE:
REASON:		
REQUESTOR NOTIFIED: <input type="checkbox"/> YES <input type="checkbox"/> NO	BY:	DATE:
# COPIES:	RECEIPT #	RECEIVED BY:
INFORMATION REQUESTED TRANSMITTED: <input type="checkbox"/> OVER COUNTER <input type="checkbox"/> US MAIL <input type="checkbox"/> FAX <input type="checkbox"/> E-MAIL		