

OFFICE OF THE AGRICULTURAL COMMISSIONER

Tony Linegar
Agricultural Commissioner
Sealer of Weights and Measures



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www.sonoma-county.org/agcomm

REQUEST TO INSPECT/REVIEW RECORDS

OFFICE USE ONLY	
Reviewed	____ / ____ / ____
Completed	____ / ____ / ____
Amt Due \$	_____
Program	_____

The California Public Records Act (Government Code section 6250 et seq.) requires public agencies to make their records available for public inspection and copying unless the records are otherwise exempt from disclosure. We are required to respond to a request for copies of records within 10 calendar days, absent unusual circumstances, in which case we will notify you that the response will be delayed for up to 10 additional calendar days. If you need assistance in formulating a request for records, or need more information about the types of records we keep and how we store them, please call Sue Ostrom at 707-565-2371.

Disclaimer – *Because records may contain information from third parties or other information that has not been verified, the County of Sonoma assumes no responsibility arising from use of any information in records we provide pursuant to your request. Records are provided without warranty of any kind. Use of any information in records we provide is strictly at your own risk.*

- Please list specifically which record(s) you would like to view. For example, specific location(s), operator(s) or grower name(s), specific date(s) of information, and any other facts that will help us limit our search for the record(s) you wish to view.

- If you need information for Organic Certification, please provide the Permit #(s) for the past three years, site #(s) and address(es), and APN #(s).

- If you wish to have records copied, a fee of \$0.32/page will be charged. If data compilation, extraction, and/or programming are necessary to produce paper or electronic copies of any requested record(s), a fee of \$105.00 per hour will be charged (1/4 hour minimum). The fee **must** be received prior to the release of the information (you will be called regarding the total cost). Rates are subject to change. Our current fee schedule is located at: http://www.sonoma-county.org/agcomm/fee_schedule.htm
- The person(s) or business(es) which are the subject of records we produced in response to this request may be notified that their records were disclosed.
- Requesting Party
Name _____ Mailing Address _____
Phone _____ Fax _____ Email _____
Affiliation/Organization _____
How would you like the data delivered to you? (check one)
 Email US Mail Fax Counter pickup Other: _____
Signature & Date of Request _____
Your signature indicates your understanding of this policy.