



COUNTY OF SISKIYOU Department of Agriculture

525 SOUTH FOOTHILL DRIVE • YREKA, CALIFORNIA 96097-3036 • (530) 841-4025 • FAX (530) 842-6690

JAMES E. SMITH

AGRICULTURAL COMMISSIONER
SEALER OF WEIGHTS AND MEASURES

AIR POLLUTION CONTROL OFFICER
ANIMAL CONTROL OFFICER

~Request to Inspect Public Records ~

Name: _____ Telephone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Representing (Optional): _____

I have read the Department's guidelines and wish to inspect the following public record(s):

COMPLETE DESCRIPTION: _____

Signature: _____ Date: _____

TO BE COMPLETED BY DEPARTMENTAL OFFICE

- ◇ Approved
- ◇ Approved in part (see reason below)
- ◇ Description inadequate to identify record(s)
- ◇ The records requested are not in possession of this Department
- ◇ Requested record(s) as described is prohibited from disclosure by law for the reason stated

below: _____

By: _____ Agricultural Commissioner Date: _____

Or

By: _____ Assistant Ag Commissioner Date: _____

Tulelake Branch Office
PO Box 444
Tulelake, CA 96134
(530) 667-5310

Air Pollution Control District
(530) 841-4029

Department of Animal Control
(530) 841-4028

**COUNTY OF SISKIYOU
DEPARTMENT OF AGRICULTURE, WEIGHTS AND MEASURES
AIR POLLUTION CONTROL DISTRICT
ANIMAL CONTROL**

PUBLIC INFORMATION POLICY

The following guidelines are Department Policy regarding access and/or copies of public records possessed by the Department under the California Public Records Act:

1. Requests for access to and copies of department records will be processed during normal business hours only (Monday through Friday, excluding holidays, 8:00 AM to 5:00 PM) at the main office in Yreka located at 525 South Foothill Drive. Department personnel shall ensure the proper care and protection of all records during an inspection.
2. Each request for inspection of public records shall be reviewed to determine the status of the requested information (whether public or confidential) and the reasonableness of the request. The determinations shall be made by the Agricultural Commissioner or designated appointee in consultation with County Counsel, as necessary. The determination of the public disclosure status of records and data is often difficult. The Agricultural Commissioner or designated appointee may seek legal advice from County Counsel prior to making the requested records available for inspection and copying.
3. In cases where legal opinions are sought from County Counsel, the Agricultural Commissioner or designated appointee shall respond within ten (10) working days after receipt of a written request for a copy of records.
4. The request for access to public records shall be in writing. The request shall specify the records to be inspected and whether copies of the records will be required. Requested computer data shall be provided as a paper copy. The Agricultural Commissioner may require a signed and dated record of inspection and purchase from any person inspecting and/or purchasing copies of department records.
5. The fees for providing copies of public documents shall be paid prior to the reproduction of the requested information: .10 cents for each single-sided copy and .20 cents for each double-sided copy. Additional fees to recover the actual costs for mailing (i.e. postage, mailer, etc.) will be imposed if the copies are requested to be mailed. The fee for providing copies of computer data formatted on a CD is \$40.35 per hour computer time (minimum one-half hour, \$20.17) plus the cost of the CD.
6. All records pertaining to pending litigation to which the department is a party, or to claims made pursuant to Division 3.6 (commencing with Section 810), shall not be disclosed as public documents until the pending litigation or claim has been finally adjudicated or otherwise settled.
7. All personnel records are considered confidential.
8. Records regarding ongoing investigations are considered confidential until resolved.
9. Phytosanitary certificates are confidential and will not be released pursuant to Phyto Advisory No. 38.