



San Diego Air Pollution Control District

10124 Old Grove Rd, San Diego, CA 92131

www.sdapcd.org

(858) 586-2600 Email: APCDRECORDS@SDAPCD.ORG

PUBLIC RECORDS REQUEST FORM

ATTENTION REQUESTOR: To expedite your request for District records, please fill out this form completely, and identify specifically the type of records you are requesting. Please limit your request to one facility or one site address for each request form filed. Additional forms or pages can be used if requesting information for more than one facility or for records not identified on this form. Requests should reasonably describe identifiable records prepared, owned, used, or retained by the District. District Public Records staff is available to assist you in identifying those records in the District's possession. The District is not required by law to create a new record.

REQUESTOR INFORMATION

NAME:	DATE:	
COMPANY:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE NUMBER:	FAX NUMBER:	
EMAIL ADDRESS:		

REQUESTED RECORDS

☐ Applications (APP)	☐ Complaints (CMP)	☐ Asbestos Notifications/Records (ASB)
☐ Authority to Construct	☐ Site Inspection Reports	☐ Permits to Operate (PTO)
☐ Notices to Comply (NTC)	☐ Source Test Reports	☐ Toxic-Health Risk Assessment (HRA)
☐ Notices of Violation (NOV)	☐ Emissions Inventory	☐ Air monitoring data
☐ Title V Permit	☐ Other (describe below or on additional pages):	
TIME PERIOD OF DOCUMENTS REQUESTED	From:	To:

REQUESTED ADDRESS INFORMATION (If Applicable)

☐ Equipment Location Address	
☐ Owner Mailing Address	
☐ Billing Address	
SITE I.D. NO. (if known):	APPL. AND/OR PERMIT NO. (if known):

- ☐ I wish to inspect the requested records. I do not want copies produced at this time.
- ☐ I request that the SDAPCD contact me prior to copying the requested records if the cost exceeds \$20.00.
- ☐ I would like copies of the requested records.
- ☐ I hereby agree to reimburse the SDAPCD for the direct cost of duplication and any other applicable charges (See Paragraph 8 of the Instructions for Requesting Records).

Signature of Requestor _____

Date _____

San Diego Air Pollution Control District

INSTRUCTIONS FOR REQUESTING RECORDS

1. In order to expedite your request, requests for records should be in writing. Requests will be processed in the order received. A form is available on the APCD's web page at <http://www.sdapcd.org>. Requests may be submitted by facsimile to (858) 586-2601, or by email to apcdrecords@sdapcd.org.
2. Requests must be for records prepared, owned, used, or retained by the District. Requests should be for clearly identifiable records. If necessary, the District will assist the requestor in making a request that describes reasonably identifiable records. Copies will not be provided if disclosure would infringe upon a copyright, trade secret, or is otherwise exempt in accordance with state law.
3. A search for facility records can only be conducted by one or all of the following:
 - i. Facility Name, Address, or Identification Number;
 - ii. Facility Application Number, or Permit to Operate Number; or
 - iii. Facility Notice of Violation/Notice to Comply Number.
4. You will be notified in writing within ten (10) days whether your request seeks copies of disclosable public records prepared, owned, used, or retained by this agency.
4. If the search for records finds the records voluminous, you will be notified of the approximate number of pages and/or length of time it will take to process your request.
5. If the records you requested have been marked confidential by the source of the record, you will be notified and given the option of continuing with the District's trade secret process.
6. If your request is to review records, rather than receive copies, the District will notify you once the records are gathered, and arrangements will be made for your review.

Direct costs of duplication are the following:

Paper copies: \$.20 first page of each separate document plus \$.05 per page for subsequent pages.

Scanned copies: \$.20 first page of each separate document plus \$.02 per page for subsequent pages, plus \$10.00 for each CD.

Electronic copies (provided in an electronic format already maintained by the District) may be provided for free if sent electronically, or for the cost of each CD as specified above.

In addition, when records are requested in electronic format, the requestor shall bear the cost of producing a copy of the record, including the cost to construct the record and the cost of programming and computer services necessary to produce a copy of the record when either of the following applies: (1) the District would be required to produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals, or (2) the request would require data compilation, extraction, or programming to produce the record. [Gov. Code Sec. 6253.9(b)] The District will provide an invoice for charges due along with the copied records. These charges are due and payable upon receipt of the invoice and the copied records. Non-payment of invoices could result in a requirement that requests for records be pre-paid in person before releasing the requested documents.

If you have questions pertaining to the submittal of a Public Records Act request, you may contact the Public Records staff at **(858) 586-2600, Monday through Friday, 8:00 a.m. to 5:00 p.m.** Our Fax number is **(858) 586-2601.** Our email address is [**apcdrecords@sdapcd.org**](mailto:apcdrecords@sdapcd.org).