County of Yolo

70 COTTONWOOD STREET WOODLAND, CALIFORNIA 95695-2557

(530) 666-8140
FAX (530) 662-6094

REQUEST TO REVIEW/OR COPY INFORMATION MAINTAINED BY THE YOLO COUNTY DEPARTMENT OF AGRICULTURE

NAME:_____DATE: _____
(Please Print)

ADDRESS:_____PHONE: _____
(Street Name and Number, City, State, Zip Code)

While I understand that certain records, data and files are specifically exempt by law from the general rule of accessibility and may not be released for my review, I do hereby request permission to review and/or copy the following information which is in the custody of the Yolo County Department of Agriculture located at 70 Cottonwood Street, Woodland, CA 95695, namely:

_____

_____

_____

_____

E-MAIL ADDRESS:_____

My request for the review of the above identified data, files, and records is not in any way connected with nor does it pertain to (1) any pending matters of litigation to which the County is a party, or; (2) to claims made pursuant to Division 3.6 (commencing with Section 810), Title 1 of the Government Code.
SIGNATURE: _____

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THIS PORTION TO BE COMPLETED BY DEPARTMENT OF AGRICULTURE PERSONNEL:

Permission is hereby granted for_____
(Name of Applicant)
to review and/or copy the following data, files and records which are in the custody of the Yolo County Department of Agriculture: _____
_____
_____
_____

However, the following data, files and records requested for review are considered to fall within the exempt category and will not be made available: _____
_____
_____
_____

Disclosure of the above requested information is prohibited by law and is specifically exempt from the general rule of accessibility (Section 6254(e) and 6255 of the Government Code and Section 1040 of the Evidence Code).

SIGNED: _____
(Agricultural Commissioner, Yolo County)

BY:_____DATE: _____

AG 9-98

Policy and Conditions Regarding Public Access to Data, Files, Documents and Records which are maintained by and are in the custody of the Yolo County Department of Agriculture

GENERAL POLICY AND CONDITIONS

It is the policy of this Department to comply fully with the requirements of the California Public Records Act (Government Code Sections 6250-6260) as to the availability of various data, files, documents and records that are maintained by, and in the custody of, the Yolo County Department of Agriculture. In general, we will comply with any request to review material that does not fall within the exempt status as set forth in Section 6254, 6254.7(d) and (e) and 6255 of the Government Code and in Section 1040 of the Evidence Code. Material that is determined by this Department to be applicable to such exempt status (e.g., certain medical records, personnel records, trade secret data, preliminary drafts for use by this Department, reports relating to an investigation still in progress, etc.) may not be released to the public. Such material may be available for review only after approval by the County Counsel, which approval shall be granted or denied within ten (10) days of receiving a written request for review. The Agricultural Commissioner will attempt to accommodate all non-exempt requests within one week of receipt, but reserves the right to require specific appointments and schedule reviews which would otherwise unduly interfere with the regular operations and functioning of this Department.

SPECIFIC CONDITIONS OF RECORDS SEARCH

1. Any individual or group wishing to receive public information data from the Yolo County Department of Agriculture must complete a written request stating specifically all information they wish to receive (i.e., name, address, crop, acres, year, etc.). If the information is requested on computer floppy disk, please include in the request the format required (i.e., comma delimited, line delimited, etc.). If you would like to have the information e-mailed to you, please provide your e-mail address and the format in which you would like to receive the information. Please feel free to call the Agriculture Department (530-666-8140) to discuss your information request with an Office Support Specialist. They will be able to give you a quote for the information request fee at that time.

2. There is an eighty-six dollar ($86.00) per hour fee for this service. We charge this fee by the quarter hour (15 minutes). This fee must be paid in advance of processing the request.