

**COUNTY OF SANTA BARBARA
PUBLIC WORKS DEPARTMENT**
123 E. Anapamu Street
Santa Barbara, California 93101
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SCOTT D. MCGOLPIN
Director

REQUEST TO INSPECT / REVIEW RECORDS

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. Please complete the data request form. Upon receipt of the request form, you will receive confirmation within 10 days from this office regarding the date the records will be disclosed, or confirmation that the records are exempt from disclosure. If you need assistance with your request, please call our office at (805) 568-3000.

Describe the documents or information you are requesting. Please be specific. Include dates, property locations, road name, APN, or other appropriate information necessary to identify the information you require. You may attach more pages if necessary.

How do you want to receive the information?

- View documents (no charge)
- Copies of documents (\$0.10 per page)
- PDF file on CD or DVD or as an e-mail attachment (\$80.00 per hour, 1 hour minimum)
- Printed report (\$80.00 per hour, 1 hour minimum)

Where should the information be sent?

Name: _____
Address: _____
E-mail: _____
Telephone: _____

You may bring this completed form to our office, FAX it to the number above or Email it to:

pwweb@co.santa-barbara.ca.us