

REQUEST FOR RECORDS INFORMATION SHEET

The Hazardous Materials Management Division is responsible for processing all requests for review and/or copies of records maintained by the Division. The following information is designed to assist the public in the access of those records.

1. All requests must be in writing and may be submitted by mail, fax, or over the counter.
2. Requests may be submitted on a plain sheet of standard letter size paper (8 ½" x 11"). They may be handwritten or typed.
3. Access to Hazardous Materials Management Division records is by street address. We are currently unable to provide information about sites based on Assessor's Parcel Numbers or similar geographic site information.
4. Processing time is approximately 2–4 weeks.
5. All requests including those for review of records are only processed on a first come, first serve basis.
6. Hazardous Materials Handlers/Disclosure records are the **ONLY** records that must, by law, be made available at the counter. Some of the information contained in these records is of a sensitive nature and is not available to the public.
7. The cost of a record search is **\$79.00** per unique site address. The cost is assigned to the search activity. It is the same for review only (with the exception of counter review of Handlers/Disclosure records only) and for searches where no records are found. Information is available for all programs managed by this Division.
8. The charge for copies is **\$0.50** a page, **\$0.10** each additional page.
9. There is a **\$251.00** flat-rate charge for information available in list form per list.
10. The cost of mailing is included as a separate item when the copied files cannot be mailed in a standard envelope.
11. Requestors are invoiced at the end of processing for the cost of the service unless out-of-state or COD.
12. Requestors may elect to pickup completed requests at the Riverside Office. Invoices may be paid at the time of pickup.
13. Requestors should note that **NO INFORMATION REGARDING THE CONTENTS OF FILES IS PROVIDED VIA TELEPHONE.**