



COUNTY OF LAKE

Department of Agriculture
Department of Weights & Measures
883 Lakeport Blvd.
Lakeport CA 95453
P: (707) 263-0217
E: lakeag@lakecountyca.gov

KATHERINE VANDERWALL

Agricultural Commissioner Sealer of
Weights & Measures

POLICY AND CONDITIONS REGARDING PUBLIC ACCESS TO DATA, FILES, DOCUMENTS AND/ OR RECORDS THAT ARE MAINTAINED BY AND IN THE POSSESSION OF THE DEPARTMENT OF AGRICULTURE

GENERAL POLICY AND CONDITIONS:

It is the policy of the 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 / or records that are maintained by and in the possession of the Lake County Department of Agriculture.

In general, we will comply with any request to review material that does not fall within the exempted status, as set forth within Sections 6254, 6254.7 (d) and (e) and 6255 of the Government Code, and with Section 1040 of the Evidence Code. Material that falls under the exempted status, e.g., certain medical records; personnel records; trade secret data; preliminary drafts prepared for use by this department; reports relating to an investigation still in progress; etc. cannot be released. Material, eligible for release, will be made available upon specific approval by the Lake County Agricultural Commissioner.

In general, we will attempt to accommodate requests in the same day as received but reserve the right to require specific appointments to accommodate reviews that unduly interfere with the regular operations and functioning of the department.

SPECIFIC CONDITIONS:

- 1) Any individual or group wishing to review data, files, documents and / or records maintained by the Department of Agriculture must complete an application requesting their review. (See attached form).
- 2) Review will only be made during regular office hours (8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m.), Monday through Friday excluding all legal holidays.
- 3) Review will be made only in the office of the Department of Agriculture.
- 4) No material is to be removed from any file nor any notations or other markings made on any material being reviewed.
- 5) If copies of materials are desired, the applicant must identify every page by data and subject matter. Copies of the desired material will be made available to the applicant at the standard county rate for copies of that type of material. (Section 6257, Government Code). Labor charges may be assessed for preparing copies. The rate will be the hourly rate of the career step of the Senior Clerk, plus benefits and overhead. Payment for the copies must be made in advance and a receipt will be issued. This office reserves the right to prepare copies so as not to interfere unnecessarily with regular office operations.
- 6) No data, files, documents and / or records will be allowed to leave this office unless the Agricultural Commissioner or his authorized representative grants specific approval, in writing. In



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this regard, only library materials will be considered for possible removal from this office on a loan basis.

- 7) The Department may temporarily deny or restrict inspection of public records under the following circumstances.
 - a) Supervision of the records, at the specific time, are required by the staff in
 - b) Performing their duties of the applicant is, at that specific moment, not possible.
 - c) Other members of the public are waiting to inspect those records.

Government Code, Sections 6200-6201, provide that stealing, willfully destroying, mutilating, defacing, altering or falsifying, removing or secreting the whole or any part of a public record is a crime punishable by a fine and/ or imprisonment.

X _____
Katherine Vanderwall
Agricultural Commissioner

STATEMENT OF PERSON REQUESTING PERMISSION TO REVIEW FILES AND I OR RECORDS OF THE LAKE COUNTY DEPARTMENT OF AGRICULTURE

Date of Request: _____

Name: _____

Address: _____

I request permission to personally review the following data, files and / or records that are maintained at the Lake County Department of Agriculture, 883 Lakeport Blvd. Lakeport, Ca. 95453

- 1) _____
- 2) _____
- 3) _____
- 4) _____

My request for the review of the above identified data, files and/ or records is not connected with, nor pertaining to, 1) any pending litigation to which the county is a party, or (2) to claims made pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the Government Code.

I understand that certain records are specifically exempted (under Section 6254 bad 6254.7 (d) and (e) and 6255 of the Government Code within Section 1040 of the Evidence Code) from the general rule of accessibility and that it is the policy of the Department of Agriculture that data, files, and I or records falling into this category will not be released for my review. On this basis, I hereby request the Agricultural Commissioner's review of this request insofar as it relates to those items that the Department of Agriculture feels are classified as exempted materials.

Signed: _____



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Witness: _____

Date: _____

(TO BE COMPLETED BY THE DEPARTMENT OF AGRICULTURE)

Permission is hereby granted for _____ to review the following data, files and / or records of the Department of Agriculture, namely:

- 1) _____
- 2) _____
- 3) _____

The following data, files and / or records requested for review are considered to fall within the exempted category and will not be made available for review unless and until they have been reviewed by the Agricultural Commissioner and subsequently released for public review, namely:

- 1) _____
- 2) _____

X _____

Katherine Vanderwall
Agricultural Commissioner

By: _____

Date: _____

FOLLOW UP: (TO BE COMPLETED BY AGRICULTURAL COMMISSIONER)

The Agricultural Commissioner hereby authorizes the release of the following data, files and / or records of the Department of Agriculture for review by the applicant, namely:

- 1) _____
- 2) _____

Disclosure of the requested record (s) is prohibited by law: Reason (s) are stated below:

- 1) _____
- 2) _____

By: _____