



RODEO-HERCULES FIRE PROTECTION DISTRICT

1680 REFUGIO VALLEY ROAD, HERCULES, CALIFORNIA 94547

(510) 799-4561 www.rhfd.org

Public Records Request Form

Public records are provided in accordance with the California Public Records Act (Statutes of 1968, Chapter 1473; currently codified as California Government Code §§6250 through 6276.48[1])

NOTE: Same Day Service Not Available for all records

Date of Request

Requestor Name

e-mail

Address

City/State/Zip

Telephone

- Records Requested:
- ☐ Incident Report
 - ☐ Property Records (Viewable only onsite)
 - ☐ Fire Investigation Report
 - ☐ Other (Specify below)

Date of Incident

Time of Incident

Incident Number

Incident Location

Other Identifying Information or Details (Be Specific):

Method of Delivery: (please check the requested method of delivery)

- ☐ I would like to inspect the records. Please advise me when the records are available for inspection at the administration office.
- ☐ I would like to pick up copies of the records from the RHFD administration office. Please advise me when the records are ready. I understand that I may be required to pay any applicable fees before the District will release the copies to me.
- ☐ Please mail the records to the address listed above. I understand that I may be required to pay any applicable fees before the District will release the copies to me.
- ☐ Please email me the records. I understand that not all records are available via email.

Public Records Request Procedure

For the complete Rodeo-Hercules Fire Protection District Public Records Request Policy, please visit www.rhfd.org/public-records-request-policy-of-rodeo-hercules-fire-protection-district.

Please complete the attached Public Records Request Form, and submit by mail. The Form can also be emailed to info@rhfd.org.

You will receive a response no later than 10 calendar days from the receipt of your request notifying you whether the requested records exist and an estimate of when they will be disclosed. In accordance with California law, we may extend the ten-day response period for up to fourteen calendar days. This shall be done in writing, and will state the reason for the extension and the anticipated date of response.

FEES

A request for a copy of an identifiable public record, for information produced from such a record, or for a certified copy of such a record, must be accompanied by payment of the appropriate fee as determined by District staff based on cost to the District. Any fee established may be modified from time to time by resolution of the District to reflect actual chargeable costs, and any fee schedule developed shall be made available by the District's Administrative staff. Where the State Legislature has established a statutory fee for any given record, the statutory fee shall be charged.

Fees for copies are in accordance with Board Ordinance 2022-02 as follows:

Copy Charge:

1. Document copies (8.5 x 11) \$0.20/per page
2. Document copies (8.5 x 14) and larger \$0.20/per page