

## Department of Agriculture, Weights & Measures

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# Contra Costa County

**Matthew Slattengren**  
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## Public Records Requests

Frequently requested public records can be found on our website, <https://www.contracosta.ca.gov/1542/Agriculture-Weights-Measures>. For example, Pesticide Use Reporting and Data is located on the website under Pesticide Regulation. In the situation where information is not present on the website, please complete a Request for Public Records form. Submittal of this form is not required, but it is provided for your convenience.

In order for the Department to respond efficiently to your request, please include applicable contact information such as an email address, telephone number, or mailing address. Describe the documents or information you are requesting in as much detail as possible. Include dates, property locations, commodities, chemical names, device types, business names, and any other appropriate information necessary to identify the information you require. When requesting crop acreage data (for an area less than the entire county), please identify the area(s) of interest by listing the section, township, and range. If data about the use of a specific chemical or active ingredient is requested, include the brand name, EPA registration number, etc.

Although the California Public Records Act requires public agencies to make their records available for public inspection and copying, certain information is protected by law. This includes particular statutory exemptions, including specific agricultural information such as apiary registration, and certain crop and financial information obtained in confidence that could be used to identify individual growers or businesses.

Please state how you would like to receive the data requested. Electronic records can be emailed at no cost. You may also request the information on a CD for \$3.00 per disk or printed as a hard copy for 10 cents per page side. The Department may also charge for postage costs.

Within ten calendar days after receipt of the request, you will be notified, using the provided contact information, whether the Department was able to find the requested records and whether any exception to the obligation to disclose the records exists, or whether the Department needs an extension of time to respond to the request.