

Glendale Fire Division
ENVIRONMENTAL MANAGEMENT CENTER
780 Flower Street, Glendale, CA 91201
818-548-4030 Phone - 818-549-9777 Fax

PUBLIC RECORDS REQUEST FORM

To expedite your request for records for facilities within the City of Glendale's jurisdiction, please fill out this form completely and identify the type of records you are requesting from the list below.

A. Requestor	
Name & Title:	_____
Address:	_____
Employer:	_____
Employer Address:	_____
Telephone Number:	_____
Email Address:	_____

B. Requested Facility	
Facility Name:	_____
Facility Address*:	_____
Reason for Request:	_____
NOTE*: There is a limit of one site address per request form.	

C. Type of Records Requested	
<input type="checkbox"/> Chemical Inventory (for currently permitted sites)	<input type="checkbox"/> Underground Storage Tank Records
<input type="checkbox"/> Industrial Waste Permit	<input type="checkbox"/> Business Emergency Plan (for currently permitted sites)

POLICY: - If you request information that has been designated as a Trade Secret you will be advised of additional (In part) procedures for obtaining that information.

-Specific locations of hazardous materials on the business site will be withheld from the chemical inventory. (Health & Safety Code, Chapter 6.95).

-The requestor will not be permitted to remove any original document being reviewed. A computer generated chemical inventory (if available) will be provided, however, no copies of Business Emergency Plan will be available.

DISCLAIMER: It is the full responsibility of the requestor and all interested parties to conduct all tests and perform independent research on the property itself. The results from this public records search are for information purposes only and are not to be relied upon for any decision making processes. The City of Glendale is not liable for any records that may or may not be produced from this search.

Requestor's Signature _____ Date: _____