



**Edward D. Hill**  
Director

**Milton Teske, M.D.**  
Health Officer

To promote and protect the health and well-being of Kings County residents through education, prevention, and intervention.



**REQUEST FOR PUBLIC RECORDS**

I, the undersigned, request to view certain specified records in the possession of this agency which is described below. I understand that some records are exempted from disclosure in accordance with various Federal and State laws, including the California Public Records Act. Examples of some exempted records include trade secrets, personnel and medical files, and records of complaints to or investigations by this agency such as names of confidential informants.

Describe records and specify copies requested in as much detail as possible: (i.e., business name, address, type of record desired, etc.)

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<hr/> <b>Name (Please Print)</b>	<hr/> <b>Organization</b>
<hr/> <b>Address/City/Zip</b>	<hr/> <b>Phone Number/Fax</b>
<hr/> <b>Email</b>	<hr/> <b>Date</b>

<hr/> <b>Date of Arrival</b>	<hr/> <b>Signature</b>
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**OFFICE USE ONLY**

Notes: \_\_\_\_\_

No. of Copies: \_\_\_\_\_ Fee Paid:\$ \_\_\_\_\_ Receipt No: \_\_\_\_\_ Authorized By & Date: \_\_\_\_\_

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