Environmental Health Management
1390 Market Street, Suite 210
San Francisco, CA 94102
(415) 252-3900

REQUEST TO SEARCH PUBLIC RECORDS
Maintained By
THE LOCAL OVERSIGHT PROGRAM

LOP files may include the following types of information: inactive tank files or active investigation and remediation of leaking tank files. These files are available for public inspection by appointment only. This request may either be sent via US mail to: LOP, 1390 Market St., Suite 210, San Francisco, CA 94102 or via **FAX to (415) 252-3910.**
The copying fee is 10 cents per copy payable by Check Only. Requesters may also choose to employ a copying company or bring in their own copy machine.

Please provide the following information and note that file review appointments will be set up as requests are received. Once given an appointment, please arrive on time as a courtesy to other people who have requested and waited to research files. Not arriving on time may cause you to loose the appointment you were given. Other arrangements may be made if for any reason, you can not keep your appointment. If you wish to cancel or re-schedule an appointment, please call the File Search Coordinator at **252-3900 option 1**. During your file review appointment you will be asked to lock your personal belongings in a cabinet that is adjacent to the file review desk. **Please note that the official Department of Public Health record retention policy is five years unless otherwise stipulated by law. Records older than five years may not be available for review.**

Requester's Name:			Date:
Representing Organization:			Phone:
Address:	City:	State	Zip code:

Please list all file review requests by street address.

Street Address	For Office Use Only

Requester's Signature	No. of files reviewed
Time In	Time Out

104-0004