

**PUBLIC RECORD INSPECTIONS GUIDELINES**

(Government Code 6253)  
DGS OLS (Rev. 05/2016)

Records of the Department of General Services (DGS) are open to public inspection at all times during normal working hours. Every person has the right to inspect any record except those exempt from disclosure by statute or other authority. (See, e.g., Gov. Code § 6254 et seq.) Where portions of a record are exempt, DGS will produce the non-exempt portions.

The Office of Public Affairs of the Department of General Services is the overall Departmental coordinator for public records. The Office of Public Affairs is located at 707 Third Street, 8<sup>th</sup> Floor, West Sacramento, CA, 95605. The telephone number is (916) 376-5037. In addition, each division within DGS has a designated public records officer. Requests for public records may be directed to the Office of Public Affairs or to the designated public records officer for the division holding the records.

Requests for records may be oral or in writing, however, the DGS encourages written requests to assist DGS in providing accurate, complete, and timely responses.

Requests for records should be specific, focused, and not interfere with the ordinary business operations of DGS. Where a request is not specific or focused, DGS staff will attempt to assist the requestor to help identify and determine the location of responsive records and provide suggestions to overcome any practical barriers to disclosure. If the request requires search, collection and/or review of records, DGS requires a reasonable amount of time to produce the records and will provide an estimated date when the records will be available.

Inspection of records will be allowed upon conditions determined by DGS. As far as possible, a counter, office, desk or other area should be made available for public use during on-site records inspections.

Copies of records not exempt from disclosure will be provided upon pre-payment of copying costs. The fee for copies is 10 cents per page. Additional fees may be charged where the services of computer technical staff are needed to produce a record.

Records will not be removed from the custody of the State officer or employee having responsibility for them. DGS reserves the right to be physically present during the inspection of any records.

Persons found guilty of stealing, willfully destroying, mutilating, defacing, altering or falsifying, or removing the whole or any part of a record, or who permit any other person to do so, are punishable by imprisonment or a fine up to \$1,000, or both. (Government Code 6200-6201).

A copy of these guidelines will be posted in the reception or public area of every office of DGS. Also, each office will post the name and location of its Public Records Review Officer as shown below.

Office Name	Public Records Review Analyst	
Business Address	City	Zip Code
Telephone	Normal Working Hours	Copy Price Per Page

Upon request, a copy of these guidelines will be furnished free of charge.