

GUIDELINES FOR ACCESS TO PUBLIC RECORDS

Public records maintained by the California Department of Food and Agriculture (CDFA) are available for public inspection according to the following procedures:

Records are available for inspection Monday through Friday, 8:00 a.m. – 5:00 p.m.

The public may inspect the responsive records at a mutually agreeable time during normal office hours, at the location where the records are kept or CDFA Headquarters. Access will depend on the availability of staff, whether the records are housed on site, the type of record, and whether the records require redaction and/or reproduction.

The inspection of records will be allowed upon conditions determined by the Legal Office and appropriate Program. The inspection shall be monitored by CDFA personnel at all times. There is no charge for the inspection of records.

Request Criteria

All written requests should sufficiently describe the records so that they can be identified, located, and retried by CDFA personnel. If the request is so vague or overbroad that it is impossible to identify the desired records, the Legal Office will assist the requester in making a focused request that clearly identifies a record or records.

Requests should be submitted in writing to the CDFA Legal Office at:

CDFA Legal Office	Email: CDFA.LegalOffice@cdfa.ca.gov
1220 N Street, Suite 315	Telephone: (916) 654-1393
Sacramento, California 95814	Fax: (916) 653-1293

Protected Information

The Legal Office shall determine if the public record requested is exempt from disclosure. Public records must be disclosed unless exempt under the Government Code or other applicable law.

Cost of Production

The Legal Office fees for producing hardcopies will include the direct costs of duplication in addition to postage. The fee for hardcopy records will be determined at the time of the request. If the records are copied to a CD or Flash Drive, the requester will be charged the cost of the CD/Flash Drive and postage.

The Legal Office may recover the ancillary costs of producing electronic copies of records [e.g., computer discs, tape, PDF, etc.] in two cases:

1. When it must produce a copy of an electronic record between regularly scheduled intervals of production, or
2. When compliance with the request for an electronic record would require data compilation, extraction, or programming to produce the record.

