

## **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:

1. Records are available for inspection during regular business hours, Monday through Friday, 8:00 a.m. – 5:00 p.m.
2. Requests for inspection or copying of public records:
  - a. Should be specific, focused and not interfere with the ordinary business operations of the CDFA. Where a request is not specific and focused, the Legal Office will assist the requestor to identify the requested information, describe the technology or physical location of the record, and provide suggestions on how to overcome practical barriers to disclosure. The operational functions of CDFA will not be suspended to permit inspection of records during periods in which CDFA personnel, in the performance of their duties, reasonably require such records. If the request requires review of numerous records, a mutually agreeable time should be established for the inspection of the records.
  - b. Should sufficiently describe the records so that they can be identified, located, and retrieved by CDFA personnel.
  - c. Can be made orally or in writing, but the Legal Office strongly encourages written requests to assist in locating the particular records requested.
  - d. Requests shall be made to the Legal Office by mail, e-mail, phone or fax to:

CDFA Legal Office  
1220 N Street, Suite 400  
Sacramento, CA 95814

Email: [lucy.valenton@cdfa.ca.gov](mailto:lucy.valenton@cdfa.ca.gov)  
Telephone: (916) 654-1393  
Fax: (916) 653-1293

3. Pursuant to a Legal Office determination, CDFA may refuse to disclose any records that are exempt from disclosure under the Public Records Act. (See Gov. Code § 6254, *et seq.*)
4. 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 to ensure that persons inspecting CDFA records do not destroy, mutilate, deface, alter or remove any such records from CDFA’s premises. There is no charge for inspection of records.
5. Copies of records that are not exempt from disclosure are available upon payment of a fee of twenty cents (20¢) per page, for both paper copies and copies scanned and sent as attachments to an e-mail, to cover the cost of duplication. Actual costs for packaging and postage will also be charged for records that are mailed. These charges are waived when they amount to five dollars (\$5) or less.
6. These guidelines shall be posted in a conspicuous public place at CDFA as well as on the CDFA website. A copy shall be provided at no charge upon request.

