

Request to Inspect Public Records forms (CDCR-1432) are available at the reception desk. Please read the following information before requesting to inspect a record.

Requests for inspection or copying of public records:

- Should be specific, focused and not interfere with the ordinary business operations of the Department. Where a request is not specific and focused, Department staff will assist the requestor in identifying the requested information, describing the technology or physical location of the record, and providing suggestions of how to overcome the practical barriers to the disclosure. The operational functions of the Department, its facilities, institutions and offices will not be suspended to permit inspection of records during periods in which such records are reasonably required by Departmental personnel in the performance of their duties. If the request requires review of numerous records, a mutually agreeable time will be established for the inspection of the records.
- Should be directed to the office, division, branch or section of the Department which created and has ownership responsibility for the desired records and be clearly identified as a public records request. If the requestor does not know which component is responsible for the desired record(s), the request for inspection should be directed to the Office of Labor Relations (OLR) in Sacramento for routing to the appropriate official.
- Should sufficiently describe records so that identification, location and retrieval of the records can be achieved by Department personnel.
- Is encouraged to be made in writing unless the request involves records which are maintained by the Department for the purpose of immediate public inspection and should be clearly identified as a request for public records.

The Department may refuse to disclose any records which are exempt from disclosure under the California Public Records Act (CPRA) (See e.g., Gov. Code § 6254 and § 6255.)

Physical inspection of the records shall be permitted within the Department's offices, institutions or facilities and under the conditions determined by the Department. Upon either the completion of the inspection or the oral request of Department personnel, the person conducting the inspection shall relinquish physical possession of the records. Persons inspecting Department records shall not destroy, mutilate, deface, alter or remove any such records from the Department. The Department reserves the right to have departmental personnel present during the inspection of records in order to prevent the loss or destruction of records.

Upon any request for a copy of records, other than records the Department has determined to be exempt from disclosure under the CPRA, Department personnel shall provide copies of the records to any person upon payment of a fee of 12 cents per page, plus postage, to duplicate and mail the copies of the requested records.

If you have any questions which are not satisfactorily answered by local staff, please feel free to direct an inquiry to the California Department of Corrections and Rehabilitation, Office of Labor Relations, 1515 S Street, Room 125 South or P.O. Box 942883, Sacramento, California 94283-0001; (916) 650-6727.