



CALIFORNIA TRANSPORTATION COMMISSION
1120 N STREET, MS-52
SACRAMENTO, CA 95814
www.catc.ca.gov

WRITTEN GUIDELINES FOR ACCESSIBILITY OF PUBLIC RECORDS

Public records maintained by the California Transportation Commission ("Commission") are available for inspection by members of the public pursuant to the California Public Records Act, Government Code Sections 6250-6270.

* * Nothing in these guidelines is intended to provide different or greater access to records than prescribed by the minimum standards set forth in the Public Records Act. * *

- 1. WHO MAY REQUEST PUBLIC RECORDS:** Any member of the public may inspect public records maintained by the Commission at its Sacramento office located at 1120 N Street, 2nd Floor, Sacramento, California 95814, during normal business days between the hours of 8:00 a.m. and 5:00 p.m. Please note that due to staff obligations, especially during the week of Commission meetings, it is strongly advised that inspection of records occur by pre-arrangement or by written request (see #6 below).
- 2. PROCEDURE TO REQUEST PUBLIC RECORDS:** A request for inspection and/or copying of public records may be made in writing (U.S. mail, electronic mail, or fax) to the Commission or orally by telephone as follows:

Public Records Officer:	Annette Gilbertson Associate Deputy Director Public Records Officer
Mailing Address:	Attention: Public Records Officer California Transportation Commission 1120 N Street, MS-52 Sacramento, CA 95814
Phone:	(916) 654-4245
Fax:	(916) 653-2134
Email:	california_transportation_commission@dot.ca.gov

- 3. THE COMMISSION'S DUTY UNDER THE PUBLIC RECORDS ACT:** The Commission's duty under the Public Records Act is to make currently existing, reasonably identifiable, non-exempt records promptly available to any member of the public whose request reasonably describes identifiable records.
- 4. HOW TO IDENTIFY RECORDS:** Requests for records should be focused and should reasonably describe identifiable records. The Public Records Officer will: (a) assist the requester to identify records and information that are responsive to the request or to the purpose of the request, if stated; (b) describe the information technology and physical location in which the records exist; and (c) provide suggestions for overcoming any practical basis for denying access to the records or information sought.

- 5. WHAT ARE THE “DIRECT COSTS OF DUPLICATION”?** The California Public Records Act (Gov. Code Section 6253(b) provides that copies of records will be made promptly available upon payment of fees that cover the direct costs of duplication. As the Commission does not have a direct account in which to collect the fees, in most cases there is no charge for copies and mailing of the requested records; however should the request be for voluminous records, the Commission will notify the requester in advance to provide a copy service at the requester’s own expense.
- 6. HOW A PERSON MAKES ARRANGEMENTS TO INSPECT RECORDS:** If viewing of records is requested, a person should contact the Public Records Officer, either orally or in writing (see #2 above), to arrange a mutually convenient time for the requester to visit the Commission’s office located at 1120 N Street, 2nd Floor, Sacramento, California 95814, on a normal business day between the hours of 8:00 a.m. and 5:00 p.m. The week during which the Commission meets is generally not a convenient time for the Commission’s staff due to meeting preparation activities and attendance at the meetings as well. A viewing area (conference room, office, cubicle, etc.), supervised by a Commission staff member, will be made available to the requester to view the records. The requester may not remove, destroy, mutilate, deface, or alter the contents of any record file, but may take notes. The requester should bring note paper for this purpose. The requester may “flag” any records to be copied by placing sticky notes or other flags acceptable to the Commission on those records to be copied. The Commission will provide sticky notes and/or other flags to the requester for this purpose.
- 7. HOW THE COMMISSION PROCESSES A PUBLIC RECORDS REQUEST:** All public records requests submitted to the Commission are forwarded to the Public Records Officer for processing. The Public Records Officer will date stamp each request to indicate the date received. The date “received” will be a normal business day between the hours of 8:00 a.m. and 5:00 p.m. The Public Records Officer will log all public records requests in the Commission’s “Public Records Act Log”. The log tracks the following data: date of request; requesters name and contact information; description of records requested; date request received, date response is due; date response is sent; and, date the records were sent or inspected. The Public Records Officer will identify and locate records responsive to the request. The Public Records Officer will respond in writing to all public records requests indicating the approximate length of time to copy the records. The Public Records Officer will review the request and the requested records to determine if any records sought to be produced are exempt from production. Any determination concerning exempt records will be explained in writing to the person requesting the records.
- 8. WHEN DOES THE COMMISSION RESPOND; HOW ARE RECORDS SENT?:** The Commission will respond to a request in writing within ten calendar days from receipt of the request (or if the tenth day falls on a weekend or state holiday, then by the first business day after that or within an additional 14 days if an extension is necessary. (Gov. C. sec. 6253, subd. (c).) Thereafter, the Commission will make the records promptly available. The written response will include: (a) the Commission’s determination of records in the possession of the Commission which are responsive to the request; (b) an estimate of the volume; (c) an estimate of the date records will be available for viewing (if only viewing is requested), or an estimated date the records will be copied and mailed; and, if applicable, a description of any records which the Commission has determined are exempt from production and an explanation of the exemption. Copies of records will be sent via regular U.S. mail with no charge for mailing.
- 9. IF A PERSON NEEDS MORE INFORMATION OR HAS QUESTIONS:** These Written Guidelines for Accessibility to Public Records are a general overview of what a person needs to know to request public records from the Commission, but are not intended to be all-inclusive. The Commission is pleased to provide more information or answer questions, and a person may contact the Public Records Officer orally or in writing (see #2 above) for a prompt response.