

**Department of Water Resources
Guidelines for Access to Public Records
(Government Code Section 6253.4)**

The California Constitution and the California Public Records Act (Act) Government Code Section 6250-6276.48 et seq. guarantee the fundamental right of people to access information contained in state government records. The Department of Water Resources (Department) has established the following guidelines to ensure that members of the public fully understand and are afforded the opportunity to exercise their right to inspect and obtain copies of public records.

Public records in the physical custody of the Department that are not exempt from disclosure will be made available for inspection or copying as follows.

1. Any person may review public records of the Department at its headquarters location, Region or Division offices during the weekdays and hours that these offices are regularly open for business. Public records will be available for inspection only at the office or location where they are regularly and routinely maintained. Persons interested in viewing or obtaining copies of public records may make an appointment to do so by contacting staff via email at: RCM@water.ca.gov
2. Any person who inspects records of the Department shall not destroy, mutilate, deface, alter or remove any such record or records from the location designated for inspection. Public records in the possession of the Department may be inspected only in the presence of departmental personnel, except in those cases where the Director of the Department or his or her designee determines otherwise.
3. The Department, to the extent reasonable under the circumstances, will provide assistance to a member of the public to make a focused and effective request that reasonably describes an identifiable record or records.
4. Within ten (10) days of receipt of a request for a copy of records, written notice will be provided to the requester as to whether the Department has disclosable public records that are responsive to the request. Where unusual circumstances exist as specified in Government Code Section 6253(c), the Department may, by written notice to the requester, extend the time for response and, if the agency determines that the request seeks disclosable public records, the agency shall state the estimated date and time when the records will be made available.
5. The Department may decline to disclose any records that are exempt from disclosure under the Act. (See Gov. Code Section 6254, et seq.)

6. The Department will provide copies of any requested public records not exempt from disclosure upon receipt of payment of the following fees:
 - a. A fee of fifteen (15) cents per page will be assessed for reproduction if records consist of 150 pages or more.
 - b. A charge of \$5.00 per media disk or the actual cost of a flash drive will be charged if records are provided in electronic form.
 - c. Fees to reproduce microfilm records will be assessed in the amount to recover the Department's direct costs of reproduction.
 - d. Where the Legislature has established a statutory fee for the reproduction of any given record, the statutory fee shall be charged. The Department may waive these fees if the costs of retrieval and duplication are less than the cost of processing the payment.
7. These guidelines are posted on the Department's website and available for viewing. A copy of these guidelines shall be made available free of charge to any person requesting them.