

PUBLIC RECORDS ACT INSPECTION GUIDELINES

DSH 2154 (Rev. 3/13)

All public records of the California Department of State Hospitals (DSH), which are subject to disclosure under the provisions of the California Public Records Act (Government Code Sections 6250 – 6270), are open to inspection by the public during the normal office hours of the office at which those records are located. However, certain records of DSH are not required to be disclosed by DSH, e.g., personnel and medical records, preliminary drafts prepared for use by DSH, etc., and DSH, by statute, may not release these records to the public. The relevant statutes are available for review upon request in the offices concerned.

Any person who wishes to inspect a public record may present his/her request to the receptionist of the office at which the public record is located and should complete an MH 2153, Public Records Act Inspection Request, at the time of his/her visit to the office. A particular record, or if not known, the particular type or class of records may be requested.

DSH, upon any request for a copy of records, shall determine within 10 days after the receipt of such request whether to comply with the request and shall immediately notify the person making the request of such determination and reasons.

In unusual circumstances, as specified below, the 10-day limit may be extended by written notice by DSH to the person making the request setting forth the reasons for the extension or the date on which a determination is expected.

UNUSUAL CIRCUMSTANCES:

1. Need to search for and collect the requested records from field offices, facilities or establishments separate from the office processing the request.
2. Need to search for, collect and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.
3. Need for consultation, conducted in a timely manner, with another Agency, having a substantial interest in the determination of the request or among two or more components of the DSH having substantial subject matter interest.
4. Need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

No record may be removed from the office. The requestor may obtain a copy of a specific identifiable public record which is subject to disclosure.

A request for a copy of an identifiable public record, or information produced from it, or a certified copy, must be accompanied by payment of the prescribed statutory fee where applicable, or the departmental fee or \$1.00 minimum (10 pages or less) and ten cents for each additional page. Fees will be waived for requests for records containing 5 pages or less. The requestor may produce a public record by his/her own means, subject to the limitations that no record is removed from the office, and that the record is not damaged by his/her reproduction equipment.

DSH may temporarily deny or restrict inspection of public records under the following circumstances:

1. The records are at the particular time required by staff of DSH or other state officials in performing their duties.
2. Supervision of inspection is at that particular moment not possible.
3. Other members of the public are waiting to inspect those records.

Please submit your request via internet/web portal at:

<https://cwp-cdmh.secureprtportal.com/>

or address to:

Attn: Public Records Act Coordinator
Department of State Hospitals
Legal Office
1600 9th Street, Room 433
Sacramento, CA 95814