

GUIDELINES FOR ACCESSIBILITY OF PUBLIC RECORDS

CALIFORNIA OCCUPATIONAL SAFETY & HEALTH APPEALS BOARD

1. Public records are open to inspection at all times during regular office hours. The office hours of the Board are from 8:00 a.m. to 5:00 p.m., Monday through Friday, except State holidays.

2. Requests to inspect and/or copy public records of the Board should be directed to:

Han Ha, acting Executive Officer
2520 Venture Oaks Way, Suite 300
Sacramento, CA 95833
(916) 274-5751

3. The Board's Executive Officer or designee will respond to the party requesting the public records within 10 calendar days from receipt of the request stating whether they will be able to comply with the request, unless an extension for up to 14 calendar days is reasonably necessary for the proper processing of the particular request for any of the following reasons set forth in Government Code Section 6253:

(a) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.

(b) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.

(c) The need for consultation, which shall be conducted with all practicable speed, with another agency having a substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein.

(d) The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

4. Copies of any specifically described and identified public record not exempt from disclosure will be made as soon as practicable upon request. The charges for copies:

(a) The first 10 copies are free of charge.

(b) Copies of documents, orders, decisions or exhibits are \$.19 cents per page (sheet).

(c) Copies of the recording of a hearing are \$2.00 per CD.

(d) Certification of one hearing is \$5.00.

Payment for copies is by check or money order payable to the Department of Industrial Relations (DIR) prior to the release of the requested records.

Reasonable restrictions may be placed on general requests for voluminous classes of documents, restricting copies to specific requests for copies of specific documents.

5. Electronic data will be made available in electronic format as required by Government Code Section 6253.9. Direct costs incurred by the Board in providing certain computer data shall be paid by the recipient.

Upon request, unless the Board determines it is impracticable to do so, it will send public records requested by electronic mail.

6. It is not necessary for a request for documents to be made in writing. When a response to a written request for inspection or copies of public records that includes a determination that the request is denied in whole or in part, the response shall be in writing as required by Government Code Section 6255. The response shall set forth the names and titles or positions of each person responsible for the denial, as required in Government Code Section 6253
7. As provided in Title 8 Section 376.6, California Code of Regulations, any exhibit which contains or which might reveal a trade secret referred to in Section 1905 of Title 18 of the United States Code, information that is confidential pursuant to Chapter 3.5 (commencing with section 6250) of Division 7 of Title 1 of the Government Code, or photographs taken by the Division during the course of any inspection or investigation, shall be considered confidential and exempt. Other confidential exemptions from the Public Records Act include, but are not limited to, drafts or memoranda, attorney-work product, attorney-client communications and pending litigation.