

**General Guidelines For The Inspection of Public Records  
Established Pursuant to Government Code section 6253  
(updated December 14, 2000)**

1. Any person may inspect public records established and maintained by the California Coastal Commission at its principal office located at 45 Fremont Street, Suite 2000, San Francisco, CA 94105, or district office if that is where the particular files are located, during any normal business day between the hours of 8:30 A.M. and 5:00 P.M. The Executive Director may designate the time and place for inspection in order to avoid disruption and to protect the records. A request to inspect a readily identifiable and available record will often be satisfied within eight working hours unless the use of the record by another person or a Commission employee, the presence in the file of materials that are exempt from disclosure, the volume of the request, or the unavailability of Commission employees renders such a response impracticable. In any event, a response to a request to inspect records will be made within 10 calendar days of the request. The records will be provided for inspection within 10 calendar days of the request, unless it is not feasible to do so. In that event, the records will be provided as soon as it is feasible. A determination to deny a request, in whole or part, will be made in writing.
2. Any person who desires to inspect any public record established and maintained by the California Coastal Commission may do so without having to reveal his or her identity or the reason for inspection. Such persons will be seated at a convenient desk or table within sight of a staff member for record security purposes, but will not be disturbed by such staff member during the course of their inspection. Such persons will be requested not to alter or remove the contents of any record file, but may take notes.
3. Except for confidential records, copies of all Commission records are available to any person for a fee of 27 cents per page. [However, for copies of documents filed under the Political Reform Act, or requested in a subpoena, the charge is only 10 cents per page, as provided by statute.] Requests for copies may be made orally or in writing, and shall be accompanied by payment of the fee, unless the Executive Director determines that good cause permits later payment. A request for copies shall be satisfied within 10 working days, provided that the records are readily identifiable and available, and the copy request is not unduly burdensome for that timeframe.
4. As provided by sections 6254, 6254.3, 6254.7, and 6254.10 of the Government Code, the following records are not required to be disclosed.
  - (a) Preliminary drafts, notes, or interagency or intra-agency memoranda which are not retained by the Commission in the ordinary course of business, provided that the public interest in withholding such records clearly outweighs the public interest in disclosure.
  - (b) Records pertaining to pending litigation to which the Commission is a party, or to claims made pursuant to Division 3.6 (commencing with section 3810) of Title 1 of

the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled.

- (c) Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.
- (d) Records of complaints to or investigations conducted by, or records of intelligence information or security procedures of, the office of the Attorney General and the Department of Justice, and any state or local police agency, or any such investigatory or security files compiled by any other state or local police agency, or any such investigatory or security files compiled by any other state or local agency for correctional, law enforcement or licensing purposes, except that state and local law enforcement agencies shall disclose the names and addresses of persons involved in, or witnesses other than confidential informants to, the incident, the description of any property involved, the date, time, and location of the incident, all diagrams, statements of the parties involved in the incident, the statements of all witnesses, other than confidential informants, to the persons involved in an incident, or an authorized representative thereof, an insurance carrier against which a claim has been or might be made, and any person suffering bodily injury or property damage or loss as the result of the incident caused by arson, burglary, fire, explosion, larceny, robbery, vandalism, or a crime as defined by subdivision (c) of section 13960, unless the disclosure would endanger the safety of a witness or other person involved in the investigation, or unless disclosure would endanger the successful completion of the investigation or a related investigation. [This does not require the disclosure of that portion of those investigative files which reflect the analysis or conclusions of the investigating officer.]
- (e) Geological and geophysical data, plant production data and similar information relating to utility systems development, or market or crop reports, which are obtained in confidence from any person.
- (f) Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination, except as provided for in Chapter 3 (commencing with section 99150) of Part 65 of the Education Code.
- (g) The contents of real estate appraisals, engineering or feasibility estimates and evaluations made for or by the state or local agency relative to the acquisition of property, or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all of the contract agreement obtained, provided, however, the law of eminent domain shall not be affected by this provision.
- (h) Information required from any taxpayer in connection with the collection of local taxes which is received in confidence and the disclosure of the information to other

persons would result in unfair competitive disadvantage to the person supplying such information.

- (i) Records the disclosure of which is exempted or prohibited pursuant to provisions of federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege.
- (j) Statements of personal worth or personal financial data required by a licensing agency and filed by an applicant with such licensing agency to establish his personal qualification for the license, certificate, or permit applied for.
- (k) Home addresses and home telephone numbers of state employees, except as provided in Government Code section 6254.3.
- (l) Trade secrets as provided in Government Code section 6254.7(d).
- (m) Records that relate to archaeological site information.

None of the foregoing provisions is to be construed as preventing this agency from opening its records concerning the administration of the agency to public inspection, unless disclosure is otherwise prohibited by law.

- 5. Any request made for copies of any oversize maps, blueprints, photos, or slides will be sent for copying to an outside copying service. We will either charge the requestor the fee that the outside copying service charges us, or we will instruct the requestor to make arrangements to pay the copying service directly. The charge for receiving a copy of any Commission hearing tape is \$5.00 per tape. Any person desiring copies of voluminous materials may make arrangements with Commission staff to send a professional copying service to the Coastal Commission's office in order to make copies of any public record identified by the requestor.
- 6. A public record that is not exempt from disclosure that is in an electronic format will be made available in an electronic format, if requested, but only if it does not jeopardize the security or integrity of the record or any proprietary software. The requestor will be charged the cost of producing an electronic copy of the record.

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