

## **CALIFORNIA COASTAL COMMISSION PUBLIC RECORDS GUIDELINES**

### **THE CALIFORNIA PUBLIC RECORDS ACT**

The California Legislature has declared that access to information concerning the conduct of the people's business is a right of every person in this state. The California Public Records Act ("PRA"), which can be found in the California Government Code at sections 7920.000-7927.700, lays out the requirements that public agencies, like the California Coastal Commission, must follow when a member of the public asks to review records, and defines which records the agency must make available to the public for inspection, while protecting certain other types of records from disclosure. The California Coastal Commission has established these 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 the Commission's disclosable public records. A copy of these guidelines is posted in the lobby of each of the Coastal Commission [offices](#). A copy of these guidelines will be provided free of charge upon request, either by email or by mailing a hard copy.

### **HOW THE PUBLIC MAY OBTAIN ACCESS TO THE COMMISSION'S PUBLIC RECORDS**

Requests for records should be directed to the Coastal Commission's legal division for review and processing through one of the following points of contact:

**Email:** [PRArequest@coastal.ca.gov](mailto:PRArequest@coastal.ca.gov)

#### **US Mail:**

California Coastal Commission  
Public Records Act Request  
455 Market Street, Suite 300

San Francisco, CA 94105

**Tel:** 415-904-5220

Please include the following information in your request, so that we may answer your request in a timely manner:

- A statement that you are requesting records under the PRA;
- A clear and specific description of the records you are requesting. If possible, identify dates, subjects, titles, or authors of the documents requested; and
- Your contact information, including name, address, phone, and email.

In some cases, the Commission may need to seek a clarification of what is being sought prior to being able to provide a satisfactory response. Normally, a response to a request for records will be provided within 10 days. In some circumstances, the Commission can extend the 10-day time limit for making such determination by up to 14 additional days by giving written notice to the requestor and setting forth the reasons for the time extension, as required by California Government Code section 7922.535.

### **WILL THERE BE A FEE?**

Members of the public may come in to Commission offices and view disclosable documents without paying a fee. Hard copies of all disclosable Commission records are typically available to any person for a fee of \$0.27 per page. If requested, a public record that is not exempt from disclosure and that is in an electronic format will be made available at no cost in an electronic format, but only if it does not jeopardize the security or integrity of the record or any proprietary software.

Any request made for copies of any oversize maps, blueprints, photos, or slides will be sent for copying to an outside copying service that is approved by the Coastal Commission. The Coastal Commission will instruct the requestor to make arrangements to pay the copying service directly. 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.

Requestors who inspect records in a Coastal Commission office have the right to use their own copying, photography, or reproduction equipment in those offices, without being charged any fees or costs, as long as their method of copy or reproduction would not result in either damage to the record, or unauthorized access to the Coastal Commission's computer systems or secured networks. The Coastal Commission may impose any reasonable limits on the use of personal equipment that are necessary to protect the safety of the records or to prevent the copying of records from being an unreasonable burden to Coastal Commission and its employees. In addition, the Coastal Commission may impose any limit that is necessary to maintain the integrity of, or ensure the long-term preservation of, historic or high-value records.

### **WHAT WILL THE RESPONSE TO A RECORDS REQUEST INCLUDE?**

In most cases, within 10 days from the date the request is received, the Coastal Commission will determine whether the request, in whole or in part, seeks copies of disclosable public records in the Coastal Commission's possession and notify the requestor of such determination.

In its substantive response to records requests, the Coastal Commission will advise the requestor, by telephone, by email, or by U.S. mail, as appropriate, of:

- (1) The location, date, and time at which the requested records may be inspected, if the request is to inspect records, or the approximate timing for providing copies of records, if the request is to obtain such copies;
- (2) If copies of records are requested, the cost of providing such copies; and/or,
- (3) the category(ies) of requested records that are not subject to disclosure pursuant to applicable provisions of the California Public Records Act (see below).

If the Coastal Commission determines that it has disclosable responsive records, the records will be made available as promptly as is reasonably practicable. A determination to deny a written request, in whole or part, will be made in writing.

### **WHEN MAY PUBLIC RECORDS BE INSPECTED?**

As set forth above, any person may inspect disclosable public records established and

maintained by the California Coastal Commission at its principal office located at 455 Market Street, Suite 300, San Francisco, CA 94105, or at the appropriate district office where the particular files are located. The Executive Director may designate the time and place for inspection, during normal business hours, in order to avoid disruption and to protect the records. Scheduling a date, time and place in advance with Coastal Commission staff will help to ensure the records requested are available.

Persons inspecting Coastal Commission records shall not destroy, mutilate, deface, alter, or remove any such records from the Coastal Commission's offices. The Coastal Commission reserves the right to have Coastal Commission staff present during the inspection of records in order to prevent the loss or destruction of records.

Many Coastal Commission records are available through the Commission's website. Using the search bubble in the upper right corner may provide you with a link to the records you seek. The website provides access to archived meeting agendas (including links to most staff reports) from November 1995 to the present at <https://www.coastal.ca.gov/meetings/archive/#/>, access to archived meeting video recordings at <https://cal-span.org/static/meetings-CCC.php>, and permit and appeal forms and lists of currently appealable projects at <https://www.coastal.ca.gov/cdp/cdp-forms.html>.

#### **WHAT RECORDS ARE NOT OPEN FOR INSPECTION?**

In balancing the public's right to access public records with the recognized individual right of privacy and the need for the Coastal Commission to be able to competently perform its duties, the Legislature has established certain categories of records that may be exempt from public disclosure. These exemptions are listed in the Public Records Act, including Government Code section 7920.505, and in other applicable statutes as cross-referenced in those sections of the PRA.