

CVFPB Guidelines for Access to Public Records

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), Government Code Section 6250, et seq., requires public records to be available to the public upon request. Any member of the public may inspect public records or request copies of public records that are reasonably identified by the requester. The Central Valley Flood Protection Board (CVFPB) has established the following guidelines to ensure that members of the public fully understand, and are afforded the opportunity to use, their right to inspect and obtain copies of public records.

[Excerpt from California Government code Section 6250 through 6270-"Public Records Act"](#)

How May the Public Obtain Access to a Public Record?

Direct Your Request to the Public Records Coordinator

The CVFPB has a designated Public Records Coordinator to facilitate its response to public records requests. Directing your request to the Public Records Coordinator will make it easier for the CVFPB to track and process your request. Lorraine Pendlebury is the CVFPB's Public Records Coordinator.

Ms. Pendlebury can be reached by:

E-mail: Lorraine.Pendlebury@water.ca.gov
Fax: (916) 574-0682
Phone: (916) 574-1393
Mail: Lorraine Pendlebury
Central Valley Flood Protection Board
3310 El Camino Avenue, Suite 170
Sacramento, CA 95821

The CVFPB requests members of the public submit PRA requests in writing enabling the CVFPB to quickly and accurately identify responsive records.

It is important to include the following information in a request:

1. A statement indicating whether the requester wants to inspect records or wants copies of records.
2. A clear and specific description of the records sought.
3. The requester should identify specific dates, or a date range, for the records whenever possible; describe the subject in adequate detail; and include document titles, authors, and other information when known. Vague or overly broad descriptions, e.g., a request for all records "relating to" a general subject may delay the CVFPB's response to the request, and/or result in a larger volume of records than the requester intended.
4. The requester's name, address, and other relevant contact information.

The CVFPB encourages requesters to include a telephone number or e-mail address for use in the event there are questions about the request. As needed, the CVFPB's Public Record Coordinator will assist the requestor in making a focused and effective request that reasonably describes identifiable, non-exempt public records.

General Guidelines for Access to Public Records

Public records maintained by the CVFPB are available for inspection by members of the public pursuant to the following procedures:

1. Public records maintained by the CVFPB are available for inspection during the CVFPB's regular business hours. The CVFPB is entitled to a reasonable period of time to locate the records, if not readily accessible.
2. Requests for inspection or copying of public records:
 - Should not interfere with the ordinary business operations of the CVFPB. If the request requires review of numerous records, a mutually agreeable time should be established for the inspection of the records.
 - Should sufficiently describe records so that identification, location and retrieval of the records can be achieved without undue burden. Reasonable assistance shall be given to the requestor to help him or her satisfy this requirement.
3. The CVFPB may refuse to disclose any records that are exempt from disclosure under the Public Records Act. It may also delay responding to a request when necessary to determine whether any exemptions apply.
4. Upon any request for a physical copy of records, the CVFPB shall provide copies of the records only upon payment of a fee covering the costs of duplication, including reimbursement for the cost of any staff directly involved in the effort to duplicate the records. There is no charge for the mere inspection of records.

Assistance for Persons with Disabilities

Persons with disabilities who require reasonable accommodation for obtaining access to CVFPB public records should notify the CVFPB of their accommodation needs in their written request, or by calling the CVFPB's Public Records Coordinator at (916) 574-1393.