

Public Records Request

Public Records

Californians have a right under the California Public Records Act, the California Constitution, and the Governor's Executive Order S-03-06, to access public information maintained by government agencies, such as the Department of General Services (DGS) - Procurement Division (PD).

PD Guidelines for Public Records Access

Direct your request to the Public Records Officer. The department's Public Records Officer is responsible for facilitating responses to public records requests. Contact information for the DGS-PD's Public Record Officer is as follows:

DGS-PD Public Records Officer

Department of General Services
Procurement Division
Public Records Unit
707 Third Street, 2nd Floor
West Sacramento, CA 95605
pdpr@dgs.ca.gov

Records Defined

(Govt. Code § 6252(e)) "Records" include any writing owned, used or maintained by the department in the conduct of its official business. Writings include information recorded or stored on paper, computers, email, or audio or visual tapes.

Identifying Records

To assist DGS-PD staff in providing records promptly, we ask that requesters provide specific information about the records they seek. When a record cannot be identified by name, we will ask the requester to be as specific as possible in describing the record. For DGS-PD requests, we may ask that requestors indicate contract number/name, contract administrator, fiscal year, type of procurement (i.e. IT vs. commodity), or describe how the records are maintained or their physical location, and provide suggestions on how to overcome practical barriers to disclosure.

NOTE: The DGS – PD does not maintain all state records regarding state procurements. Some State Agencies have their own delegated authority and conduct some of their own procurements. In this instance, you would have to submit your public records request to those State Agencies directly if you elect to request copies of the records.

Inspection of Public Records

Public records maintained by the DGS-PD shall be available for inspection during the department's regular business hours. Members of the public are not required to give notice in order to inspect public records at the DGS-PD offices during normal working hours. However, if the request requires the retrieval, review, or redaction of records, this may require additional time for locating and retrieving the information (i.e. archived records). If this is the case, a mutually agreeable time will be established for inspection of the records. Requests for Statements of Economic Interests, Public Records Guidelines, and department publications, usually can be provided quickly.

Processing Requests for Copies of Records

When a copy of a record is requested, and the record cannot be produced immediately, the DGS-PD will determine within 10 calendar days after receipt of the request, whether it can comply with the request. If the DGS-PD cannot meet the 10 day requirement, it and shall promptly inform the requester of its decision and the reasons for the decision. The

initial 10-day period may be extended for up to an additional 14 days, if the department is required to consult with another agency having a substantial interest in the request; if additional time is needed to search for documents from field locations; or if the request is voluminous, etc. (Gov. Code section 6253(c)(1-4)).

The DGS-PD will provide requested records as soon as possible. If immediate disclosure is not possible, the department will provide an estimated date when the records will be available.

Copying Fees

Currently, the DGS-PD charges only the direct cost of duplication when it provides copies of hardcopy records (exceeding 100 pages) to the public. The current costs per copy for a hardcopy is \$.0.10 cents per page. The direct cost of the duplication does not include the staff person's time in researching, retrieving, redacting and mailing the record. When the DGS-PD must compile special electronic data, extract information from an electronic record (i.e. utilizing the DGS' Office of Technology Resources programming staff) to satisfy public records requests, the requester may be required to bear the full cost of obtaining the information. In the event this occurs, the DGS-PD notifies requesters in advance of any applicable costs, and requires that payment be made, in advance, to the DGS-PD, prior to the production/release of the requested records.