



### **PROCEDURES FOR ACCESS TO PUBLIC RECORDS**

Records are available for inspection during regular business hours, Monday through Friday, 8:00 a.m. – 5:00 p.m.

Requests for inspection or copying of public records:

1. Should be specific, focused and not interfere with the ordinary business operations of DMH. Where a request is not specific and focused, DMH staff will assist the requester to identify the requested information, describe the technology or physical location of the record, and provide suggestions on how to overcome practical barriers to disclosure. The operational functions of DMH will not be suspended to permit inspection of records during periods in which such records are reasonably required by DMH personnel in the performance of their duties. If the request requires review of numerous records, a mutually agreeable time should be established for the inspection of the records.
2. Should sufficiently describe the records so that they can be identified, located, and retrieved by DMH personnel.
3. Can be made orally or in writing, but the DMH encourages written requests unless the request seeks records that are maintained by the DMH for immediate public inspection.
4. Inspection of records will be allowed upon conditions determined by the DMH. Upon either the completion of the inspection or the oral request of DMH personnel, the person conducting the inspection shall relinquish physical possession of the records. Persons inspecting DMH records shall not destroy, mutilate, deface, alter, or remove any such records from the DMH. The DMH reserves the right to have DMH personnel present during the inspection of records in order to prevent the loss or destruction of records.
5. Copies of records that are not exempt from disclosure are available upon pre-payment of the copying costs (10 cents per page).
6. Requests for Form 700, Statement of Economic Interest, shall be addressed "on the spot" if copies of Form 700 are available at field offices and hospital facilities operated by DMH, unless action interferes with normal business operations. Originals of Form 700s are on file in Headquarters Legal Office.

DMH may refuse to disclose any records which are exempt from disclosure under the Public Records Act:

1. Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding those records clearly outweighs the public interest in disclosure.
2. Records pertaining to pending litigation to which the public agency is a party, or to claims made pursuant to Division 3.6 (commencing with Section 810), until the pending litigation or claim has been finally adjudicated or otherwise settled.
3. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy. (See Government Code Section 6254 *et seq.*)

These procedures shall be posted in a conspicuous public place in the DMH, and a free copy shall be provided upon request.