

AGRICULTURAL LABOR RELATIONS BOARD
PUBLIC RECORDS ACT ACCESSIBILITY GUIDELINES

WHAT TYPES OF RECORDS ARE AVAILABLE? All ALRB records which are subject to disclosure under the provisions of the California Public Records Act (Government Code Section 6250 et seq.) are available for inspection and copying.

HOW MAY I OBTAIN ACCESS TO A PUBLIC RECORD? You may submit a request to inspect the record or a request for copies of the record. You may make requests to inspect and for copies of public records verbally (in person or by telephone) or in writing (for example, a document delivered in person, by mail, e-mail, or fax) to the contact person named at the end of this document.

WHAT INFORMATION SHOULD MY REQUEST CONTAIN? You should specify the records desired, or if not known, the particular types or class of records. You should sufficiently describe records so that identification, location and retrieval of the records can be achieved. The ALRB staff will assist you in identifying records responsive to your request.

WHEN MAY PUBLIC RECORDS BE INSPECTED? All public records of the ALRB which are subject to disclosure are open to inspection during normal office hours at the office where those records are located. The office hours of the ALRB are from 8 a.m. to 5 p.m., Monday through Friday, except for state holidays.

AM I REQUIRED TO IDENTIFY MYSELF IN ORDER TO INSPECT RECORDS OR REQUEST COPIES? If the public record is readily available for immediate public inspection or copying (for example, the records do not need to be redacted to remove confidential information), you may inspect the record or obtain a copy without being asked to reveal your identity or the reason for the request. In cases where the request is made in person and the requested records are not readily available for immediate public inspection or copying, staff will so notify you, document the request in writing and attempt to obtain your contact information in order to notify you as to when the records will be available.

HOW QUICKLY WILL THE ALRB RESPOND TO MY REQUEST? Disclosable records which are readily accessible and require no redaction will be made available for inspection or copying as soon as possible. The ALRB is entitled to a reasonable period of time to locate the records if not readily accessible and to review the records to determine whether any of the records are exempt from disclosure or whether portions of the records must be redacted to protect confidential or otherwise exempt material from improper disclosure. For this reason, you may want, but are not required, to contact the appropriate office in advance of your visit to discuss the request and to schedule a mutually convenient time to inspect the records.

Some records may be withheld pursuant to exemptions in the Public Records Act. Within 10 days of the receipt of your request (this may be extended by 14 days under certain circumstances), the ALRB will determine whether any of the requested records, in whole or in part, will be withheld, and will notify you of this determination in writing and set forth the reasons for withholding any of the requested records.

CAN I REMOVE THE RECORD FROM THE ALRB'S PREMISES? No. Records cannot be removed from the ALRB's premises under any circumstances. However, after your inspection, you may request a copy of any portion of that record, which the ALRB shall provide as soon as practicable upon payment of the duplication costs. The ALRB will provide a suitable area in which the public records may be examined. Please note that you cannot destroy, mutilate, deface, or alter the records. ALRB personnel will be present during your inspection of records in order to prevent the loss or destruction of records.

CAN I RECEIVE AN ELECTRONIC COPY OF THE RECORD? Upon request, the ALRB will make available any public record in any electronic format in which the ALRB holds the information.

IS THERE ANY COST INVOLVED? There is no cost to inspect public records. Requests for copies of public records by the ALRB will require the following payment: (1) for photocopies: \$0.15 per page; and (2) for electronic records: the direct cost of producing a copy of the record in an electronic format, unless the electronic records require data compilation, programming or extraction.

CAN THE ALRB PROVIDE COPIES OF A LARGE NUMBER OF RECORDS? The ALRB cannot immediately provide copies of a large or voluminous number of records. In this situation, you may wish to speak with staff to arrange for a professional copying service to copy the requested materials at your expense.

WHO SHOULD I CONTACT ABOUT MY REQUEST? All requests to inspect public records as well as requests for copies of public records should be directed to:

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