



## GUIDELINES FOR ACCESS TO PUBLIC RECORDS

Public records maintained by the California Science Center are available for public inspection according to the following procedures:

1. Records are available for inspection during regular business hours, Monday through Friday, 9:00 a.m. – 5:00 p.m., except state holidays. Requests for inspection or copying of public records:
  - a. Should be specific, focused and not interfere with the ordinary business operations of the California Science Center. Where a request is not specific and focused, California Science Center 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 the California Science Center will not be suspended to permit inspection of records during periods in which such records are reasonably required by California Science Center 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.
  - b. Must be made in writing and/or in person and should sufficiently describe the records so that they can be identified, located, and retrieved by California Science Center personnel. The request should include
    - i. A statement that the request for information is being made under the PRA.
    - ii. A clear and specific description of the information requested. If possible, identify dates, subjects, titles, or authors of the documents requested.
    - iii. The requestors contact information, including name, address, phone, fax, and email.
2. The California Science Center may refuse to disclose any records which are exempt from disclosure under the Public Records Act. (See e.g, Gov. Code § 6250 *et seq.*)
3. Inspection of records will be allowed upon conditions determined by the California Science Center. Upon either the completion of the inspection or the oral request of California Science Center personnel, the person conducting the inspection shall relinquish physical possession of the records. Persons inspecting California Science Center records shall not destroy, mutilate, deface, alter, or remove any such records from the California Science Center.
4. The California Science Center reserves the right to have California Science Center 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).

These guidelines shall be posted in a conspicuous public place in the California Science Center, on the California Science Center website, and a free copy shall be provided upon request.

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