

## Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun

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### GUIDELINES FOR PUBLIC ACCESS TO PUBLIC RECORDS

(Government Code section 6250 *et seq.*)

Public records in the possession of the Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun (Board) that are not exempt from disclosure under the Public Records Act shall be available for inspection, and copies of such public records shall be provided, pursuant to these guidelines. These guidelines are posted in the Board office and on the Board's website ([www.bopc.ca.gov](http://www.bopc.ca.gov)). A copy of these guidelines is available upon request without cost.

**Requesting Inspection or Copies of Public Records.** Requests should be sufficiently specific and focused to enable identification, location, and retrieval of the public records sought. If a request is not specific and focused, Board staff will assist the requester to identify public records that are responsive to the request or to the stated purpose of the request. While not required, the Board recommends that requests be submitted in writing to help staff understand what records are being sought.

Any person wishing to inspect public records should make the request either verbally (in person or by telephone) or in writing (delivered in person or by mail, e-mail, or fax) to the Executive Director. Any person who wishes to inspect any public record maintained by the Board may do so without being asked to reveal his or her identity or the reason for the inspection. There is no cost to inspect public records. Written requests are encouraged and should be directed to the Executive Director of the Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun, 660 Davis Street, San Francisco, CA 94111, or by e-mail at [bopc@ca.gov](mailto:bopc@ca.gov), or by facsimile at (415) 397-9463. For requests by telephone, please call (415) 397-2253 and request to speak with the Executive Director.

**Public Records Exempt from Disclosure.** The Board may refuse to disclose public records that are exempt from disclosure under the Public Records Act (see Government Code sections 6254 and 6255).

**Inspecting Public Records.** Public records in the possession of the Board that are not exempt from disclosure shall be available for inspection at the Board's office at 660 Davis Street, San Francisco, California, during normal business hours (8:00 a.m. to 5:00 p.m., Monday-Friday, subject to holidays and ordered closures). Public records which are clearly identifiable and disclosable will be made available as soon as possible. In some cases, staff will need time to review the records to determine whether all or part of a record may be privileged, confidential, or otherwise exempt from disclosure. When a record is requested and the record cannot be produced immediately, the Board will determine within 10 days after receipt of the request whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the Board and shall inform the requester of its decision. The initial 10-day period may be extended for up to an additional 14 days for any of the reasons set forth in Government Code section 6253(c).

If the request involves inspection of numerous records, a mutually agreeable time shall be established between the requester and the Executive Director or his or her designee for the inspection. Board functions will not be disrupted to permit inspection of records, and records will not be available for inspection during periods when the records are required by a Board employee in the performance of the employee's duties. Records shall not be removed from the possession of the Board. **It is a crime to steal, remove, destroy, mutilate, deface, alter, or falsify records.** A Board employee may be present during the inspection of records to prevent the loss or destruction of records. Upon completion of the inspection, the person conducting the inspection shall relinquish physical possession of the records.

**Obtaining Copies of Public Records.** Copies of public records that are not exempt from disclosure will be provided at the cost of 10 cents (\$0.10) per page for duplication. After the Board staff determines the number of pages of records responsive to a request, the Board may require the requester to pay the duplication costs before the copies are made and provided. The Board does not accept payment of estimated duplication costs at the time a request is submitted. The Board cannot expeditiously provide copies of large or voluminous numbers of records. Any person requesting copies of voluminous materials may wish to make arrangements with the Executive Director or his or her designee to arrange for a professional copying service to copy the requested materials at the requester's expense.

**Obtaining Public Records in Electronic Format.** If a requester seeks public records in an electronic format, the Board will provide those public records that are not exempt from disclosure in an electronic format if the records are kept in that format at the time the request is received. The Board reserves the right to recover its costs of providing copies of records in electronic format in accordance with the provisions of Government Code section 6253.9(a) and (b).