



State Council on Developmental Disabilities

[www.scdd.ca.gov](http://www.scdd.ca.gov) • email • [council@scdd.ca.gov](mailto:council@scdd.ca.gov)

1507 21st Street, Suite 210  
Sacramento, CA 95814



STATE OF CALIFORNIA  
Arnold Schwarzenegger,  
Governor

## *State Council on Developmental Disabilities*

# Public Records Access

Public records maintained by the California State Council on Developmental Disabilities (SCDD), and its affiliate Area Board offices, are available for inspection by members of the public pursuant to the following procedures:

1. Public records are available for inspection during the organization's regular business hours (8:00am to 5:00pm, Monday through Friday). In addition, public information is easily available at the Council's website at [www.scdd.ca.gov](http://www.scdd.ca.gov)
2. Requests for inspection or copying of public records:
  - a. Can be made in writing unless the request involves records that are kept by the Council for immediate public inspection.
  - b. Should not interfere with the ordinary business operations of the organization. The operational functions of the department will not be suspended to permit inspection of records during periods in which such records are reasonably required by SCDD 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.
  - c. Should be as specific as possible. The request should describe records so that identification, location and retrieval of the records can be achieved by SCDD staff. However, SCDD staff can assist a member of the public in making a focused request, based on the reason for the request, by describing the information technology and physical location where the records exist and by providing suggestions for overcoming any practical basis for denying access to the records or information sought.

- d. Should be directed to the office, area board, or unit of the Council that maintains the desired records. If the requestor does not know where the desired records are maintained, the request for inspection should be directed to:

Delia I. Soto  
Deputy Director of Communications  
1507 21st Street, Suite 210  
Sacramento, CA 95814

3. The SCDD office will provide a written reply to the request within ten (10) days to inform the requestor whether or not the organization has the records and whether or not they may be provided. Pursuant to Government Code Section 6253(c), the SCDD may need up to 14 additional days.
4. The SCDD is not required to provide records that are exempt from disclosure under the Public Records Act, because the record contains confidential information about a person or is not public for another specified reason (Gov. Code § 6254).
5. Records may be reviewed in the SCDD offices. Persons inspecting records shall not destroy, mutilate, deface, alter, or remove any such records from the SCDD office. SCDD reserves the right to have department personnel present in order to prevent the loss or destruction of records.
6. Should the request for a record require a large amount of copying [over 15 pages], SCDD will charge the requesting party a fee of 10 cents per page as payment for the cost of copying. When data compilation, extraction or programming involving an electronic record is required, the requesting party must pay full costs which will be estimated before the information is prepared. (Gov. Code, sec. 6253(b)(2).)
7. A copy of these guidelines is available for free upon request.