



## CALIFORNIA INFRASTRUCTURE AND ECONOMIC DEVELOPMENT BANK

### GUIDELINES FOR PUBLIC ACCESS TO PUBLIC RECORDS (Government Code section 6250, et seq.)

Public records in the possession of the California Infrastructure and Economic Development Bank (IBank) which 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 IBank office and on the IBank's website ([www.ibank.ca.gov](http://www.ibank.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, IBank staff will assist the requester to identify public records that are responsive to the request or to the purpose of the request. While not required, the IBank recommends that requests be submitted in writing to help staff understand what records are being sought.

Written requests are encouraged to be directed to the General Counsel: California Infrastructure and Economic Development Bank, 1325 J Street, Suite 1823, Sacramento, CA 95814, via email at [ibank@ibank.ca.gov](mailto:ibank@ibank.ca.gov), or facsimile: (916) 322-6314. For requests by phone, please call, (916) 341-6600.

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

**Inspecting Public Records.** Public records in the possession of the IBank which are not exempt from disclosure shall be available for inspection during the IBank's 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 IBank will determine within 10 days after the receipt of the request whether to comply with the request and shall inform the requester of its decision. The initial 10-day period may be extended for up to an additional 14 days if the records or personnel to be consulted regarding the records are not readily available.

If the request seeks inspection of numerous records, a mutually agreeable time shall be established for the inspection. IBank 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 IBank personnel in the performance of their duties. Records shall not be removed from the possession of the IBank. **It is a crime to steal, remove, destroy, mutilate, deface, alter, or falsify records.** An IBank 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 per page for duplication. After the IBank determines the number of pages of records responsive to a request, the IBank may require the requester to pay the duplication costs before the copies are made and provided. The IBank does not accept payment of estimated duplication costs at the time a request is submitted.

**Obtaining Public Records in Electronic Format.** If a request seeks public records in an electronic format, the IBank 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 IBank reserves the right to charge its direct costs, if any, of providing copies of records in electronic format.

*(effective July 29, 2010)*