



DEPARTMENT OF AGRICULTURE

**POLICY REGARDING ACCESS TO INFORMATION**

**General Policy**

The release of any information from this department shall be subject to the requirements of the California Public Records Act, specifically, Government Code Sections 6250-6260. Request for information that falls within Sections 6254, 6254.7(d) and (e), and 6255 of the Government Code and Section 1040 of the Evidence Code shall not be released to the public unless otherwise approved by the Commissioner. Information covered by these sections includes, but is not limited to certain medical records, personnel records, trade secret data, employee complaints, preliminary drafts prepared for use by this department, investigations in progress, and others covered by statute.

All requests to review files and/or records shall be in writing and shall be approved by the Agricultural Commissioner. Appointments may be necessary depending on the nature of individual request and departmental workload.

**Procedures for Requesting Documents and/or Records**

1. Individuals requesting information will be asked to complete an application.
  2. Applications will be accepted during regular business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding legal holidays.
  3. All reviews of documents shall be in the office of the Agricultural Commissioner and supervised by a department employee.
  4. No material is to be removed from any file nor shall any notation or other markings be made on any material being reviewed.
  5. Applicants who request copies of documents approved for release will do so in writing indicating the exact subject matter, pages and date of the requested documents. Each copy requested shall be charged to the applicant at a rate of \$ 0.10 per page. Payment shall be made in advance and a receipt will be issued.
- Certain documents, as determined by the Agricultural Commissioner, shall not be charged a fee. Those documents shall include, but are not limited to, grower restricted material permits.

**Sean Runyon**  
Agricultural Commissioner  
Sealer of Weights & Measures



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## DEPARTMENT OF AGRICULTURE

### APPLICATION FOR REQUEST TO REVIEW FILES AND/OR RECORDS

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Date: \_\_\_\_\_ Email: \_\_\_\_\_

List specific request (Include subject, page and date):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

I understand that certain information is specifically exempted from accessibility and that it is the policy of the Agricultural Commissioner that the information falling within this category will not be reviewed or released unless otherwise approved. Refer to Section 6254, 6254.7(d) and 6255 of the Government Code and within Section 1040 of the Evidence Code.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witnessed by

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date