



Linda S. Adams  
Secretary for  
Environmental Protection



## Department of Toxic Substances Control

Maureen F. Gorsen, Director  
1001 "I" Street  
P.O. Box 806  
Sacramento, California 95812-0806



Arnold Schwarzenegger  
Governor

### **GUIDELINES FOR ACCESS TO PUBLIC RECORDS**

Public records maintained by the Department of Toxic Substances Control (DTSC) are available for inspection by the public during regular business hours of the office where the records are located. Requests for public records may be made orally or in writing. The requests may be made in person, or by telephone, mail, e-mail or fax, to the office where the records are located.

The request should be focused so that the records can be identified and located with reasonable effort. DTSC staff are available to help the requester identify the records that are responsive to the request or to the purpose of the request. DTSC may withhold any records that are exempt from disclosure under the California Public Records Act. If the request requires DTSC's review of numerous records, a mutually agreeable time should be established for the inspection of the records.

Copies of public records that are not exempt from disclosure are available upon prepayment of fees covering the direct costs of duplication. If the request seeks copies of large-size or voluminous records, DTSC may send its records to a bonded copying service. The requester may also choose to bring his or her own copier, or send a bonded copying service to DTSC's office.

Persons inspecting DTSC's public records shall not destroy, mutilate, deface, alter, or remove any such records from DTSC's office. DTSC reserves the right to have its staff present during the inspection of public records, or take other precautions, in order to prevent the loss or destruction of records.

The contact information for DTSC's Public Records Coordinators at the headquarters and regional offices is as follows:

|                             | phone number:  | fax number:    |
|-----------------------------|----------------|----------------|
| Headquarters Office:        | (916) 323-9755 | (916) 323-5542 |
| Sacramento Regional Office: | (916) 255-3758 | (916) 255-6447 |
| Berkeley Regional Office:   | (510) 540-3800 | (510) 540-3801 |
| Chatsworth Regional Office: | (818) 717-6521 | (818) 717-6526 |
| Cypress Regional Office:    | (714) 484-5337 | (714) 484-5318 |
| Clovis Regional Office:     | (559) 297-3905 | (559) 297-3904 |
| San Diego Regional Office:  | (858) 637-5531 | (858) 637-5550 |
| Calexico Regional Office:   | (760) 768-7107 | (760) 768-7112 |

Issuance Date: April 24, 2006