



## **Guidelines for Access to Public Records**

The California Constitution (art. I, sec. 3) and the Public Records Act (Gov. Code, sec. 6250 et seq.) grant a right to access public information in government records. These guidelines provide information to members of the public on how to access public records of the California State Teachers' Retirement System (CalSTRS).

### **Submitting or Making Public Records Requests**

The unit assigned to handle public records requests within CalSTRS is the Office of General Counsel. Written requests for inspection or for copies of public records may be transmitted by email to [compliance@calstrs.com](mailto:compliance@calstrs.com) or sent to the following mailing address: CalSTRS, Office of the General Counsel, 100 Waterfront Place, MS #3, West Sacramento, CA 95605.

Oral requests for inspection or copies of public records must be conducted during normal business hours (8:00 a.m. – 5:00 p.m.) at CalSTRS headquarters, 100 Waterfront Place, West Sacramento, California. The headquarters is a secured building that is only partially open to the public. Requesters visiting CalSTRS headquarters should let security personnel know that they are present for the purpose of making a public records request. In the event that the requester is brought into a secured section of the headquarters building, the requester must comply with building security protocol, including identification to security personnel.

Requests for inspection or copying of public records should be specific, focused and detailed so records can be reasonably identified, located, and retrieved.

### **Responses to Public Records Requests**

CalSTRS will determine if it has responsive records subject to disclosure and will notify the requester within 10 days of receipt of the request of the availability of records. CalSTRS may refuse to disclose any records or portions of records which are exempt by law from disclosure. Communication with the requesters and responses to requests will be handled by the Office of the General Counsel. The requester will be notified in writing if information has been redacted or if records are being withheld from disclosure. Records will be produced within a reasonable period of time. In the event that records cannot be readily produced, the requester will be notified of the anticipated date the records will be available. Inspection of records will be allowed upon conditions determined by CalSTRS. Normal operational functions will not be suspended to permit inspection of records.

### **Charges for Copies**

CalSTRS will charge fees for copies covering the direct cost of duplication in the amount of ten cents (\$0.10) per page for each black and white page copied on paper. Direct costs of reproducing colored copies of records or of producing records in an electronic format will be determined on a case-by-case basis. Copies of records will be provided after the receipt of payment. Requesters may pay for records using money order, check or cash. If payment is made by check, records may be withheld until the check has cleared. Requesters are responsible for arranging and paying for the pick-up or delivery of the copies.