



State Fund Guidelines for Access to Public Records

State Compensation Insurance Fund (State Fund) will provide public access to the records we maintain according to the following procedures:

Requests for Records may be directed to State Fund's Public Records Office. State Fund's Public Records Office facilitates our response to public records requests. By directing your request to the Public Records Office, it will be easier for us to respond, track, and process your request promptly. You may reach our Public Records Office by:

- Telephone at 888-724-3237
- Email at PublicRecords@scif.com
- Fax at (415) 565-3806 and
- U.S. mail at
State Compensation Insurance Fund
Public Records Office
P.O. Box 423870
San Francisco, CA 94142-3870.

Written Requests Encouraged. Written requests help us respond promptly to ensure that we have correctly identified the records requested.

Written requests can be submitted by:

- Online Records Request form [electronically](#) or [downloaded](#) from www.scif.com.
- U.S. Mail Records Request form to State Fund Public Records Office. Please mark your request and envelope with "**CALIFORNIA PUBLIC RECORDS ACT REQUEST**".
- Oral Request made by telephone or in person. When requests are made orally, State Fund staff may confirm the request in writing to ensure the request has been understood correctly.

Records Defined. "Records" include any writing State Fund owns, uses, or maintains in the normal course of business. Writings include information recorded or stored on paper, electronic media, audio and/or video tapes.

Exemptions. State Fund will provide access to all public records upon request unless the record you request is considered confidential under law and is exempt from disclosure. Examples of confidential records include private information about other people, trade secrets, attorney-client privilege, work product, etc. When possible, State Fund will remove confidential information from records and provide the remainder of the record.

Identifying Records. To help State Fund process record requests promptly, please be as specific as possible about the content of the records you seek. If we are unable to identify the record being requested, State Fund staff will help you to clearly identify the requested information, describe how State Fund maintains the records and advise you of the fastest and least expensive way to get the record.

Inspection of Public Records. During our regular business hours, State Fund shall make records we maintain available for inspection. Some records, such as Annual Reports, State Fund publications, and these Public Records Guidelines are readily available online or upon request. State Fund makes numerous publications freely available on its website: www.scif.com.

Other types of records may take more time to make available. Such record types include those currently being used by State Fund staff; records that must be located, or records that must be reviewed for information exempt from disclosure. In addition, time should be allowed for us to produce copies of requested records. Once records are available, we will set a mutually agreeable time for you to return to view them. State Fund staff may monitor reviews to ensure that records are not damaged, changed or removed.

Processing Requests for Copies of Records. When a copy of a record is requested, and the record cannot be produced immediately, State Fund will determine within 10 days after receipt of the request whether we are able to comply with the request, and issue you written notice of our decision including the reasons for our decision. The initial 10-day period may be extended for up to an additional 14 days if we need to:

- a. Communicate with field offices.
- b. Inspect a large number of records.
- c. Consult with other divisions or agencies.
- d. Engage in computer programming, data compilation, or extraction to produce the record.
- e. Locate documents stored offsite.

Whenever possible, State Fund will provide records at the time we determine we may disclose them. If immediate disclosure is not possible, we will provide an estimated date when the records will be available.

Copying Fees. State Fund may charge for copies of records to the public as follows:

- Paper copies: 10 cents per page (for 8-1/2 x 11 pages; additional charges may apply for oversized documents, including exhibits)
- Hard/Floppy disk: \$1.00 per disk
- CD/DVD: \$5.00 each
- Electronic transmittal of requested records (via email): No charge

The fees may be waived if the costs of the duplication are less than the costs of processing the payment (Civil Code Section 1798.33).

If your request requires data compilation, extraction or programming to produce the records, you must bear the cost of producing the record. Such costs may include the cost of programming and computer services. In such instances, you will receive an estimate of the costs and will be required to pay before the work begins.

We will accept payment for copies by check or money order payable to State Compensation Insurance Fund. This payment must be received and cleared before we will process the requested records. No cash will be accepted at State Fund. Payments must be directed to State Fund Public Records Office, PO Box 423870 San Francisco, CA 94142-3870.

Identification of Requesters. You do not need to provide identification or the reason for your request. However, if you wish to pick up records or have them mailed to you, we will require relevant information. If you wish to enter secured parts of State Fund offices or buildings you must comply with State Fund's security protocol, including providing identification.

Relevant Statutes. California Constitution, Article I, Section 3, subdivision (b) and the California Public Records Act (Government Code Sections 6250-6276.48) govern access to public records of California state and local government agencies.

Additional Information. State Fund will post a copy of these guidelines in a conspicuous public place in our offices and provide a free copy upon request.

SCIF e25004 (NEW 09/08)