

Requests for Public Records

Public records maintained by the Department of Industrial Relations (DIR) are available for inspection by members of the public pursuant to the Public Records Act (PRA,) which is contained in the California Government Code beginning at section 6250. Requests may be made in person, by email, mail or telephone.

Public records are available for inspection during regular business hours. The Appeals Board is open from 8:00 AM to 5:00 PM, Monday through Friday, except State holidays. All requests should provide the following information:

- Employer name,
- Case Inspection number or Docket number, and
- Type of records being requested

Labor Code section 6322 and California Code of Regulations, Title 8, section 372.1 provides information on confidentiality and specific records that may be privileged from disclosure by law. Requests for copies of public records are handled by OSHAB PRA Coordinator. Requests may be made to:

Occupational Safety and Health Appeals Board
c/o Public Records Request Coordinator
2520 Venture Oaks Way, Suite 300 Sacramento, CA 95833
Phone: (916) 274.5751
E-mail: oshappeals@dir.ca.gov

Response:

Some simple requests can be satisfied immediately. For most requests, OSHAB requires up to ten days to notify the requester whether the Appeals Board has responsive records and whether any of the records contain information that is exempt from inspection. Under some circumstances, OSHAB requires an additional 14 days to make those initial determinations for any reasons set forth in Government Code Section 6253.

Fees:

- The first ten pages are provided at no cost. Each additional page will be \$.19 cents.
- Certification of one hearing is \$5.00
- Electronic data will be made available in electronic format (Government Code Section 6253.9). Costs incurred by the Board will be paid by the recipient.

Payments may be made by check or money order *made payable to the "Department of Industrial Relations"* and mailed to the below address.

Department of Industrial Relations
Accounting Department
455 Golden Gate Avenue, 10th Floor
San Francisco, CA 94102

August, 2020