

1 Amend 2 Cal. Code Regs. Section 18360 to read:

2 **§ 18362. Access to ~~Complaint Files~~ Enforcement Records.**

3 (a) **Production of Enforcement Records.** The Commission will make complaints,
4 investigative files, and related records available to the public and members of the media ~~Access~~
5 ~~to complaints, responses thereto, and investigative files and information shall be granted in~~
6 accordance with the ~~requirements of the~~ Public Records Act (Government Code Section 6250, et
7 seq.)

8 (b) ~~When release of material is requested pursuant to subdivision (a), the Executive~~
9 ~~Director, or his or her designee, shall review the material prior to its release or prior to a claim of~~
10 ~~exemption to determine that the requirements of the Public Records Act have been satisfied.~~

11 (c) **Format of Enforcement Records.** The Commission will make records available for
12 inspection at its office during office hours. The Commission may provide copies of requested
13 records either in paper or electronic format to the person that requested the records in lieu of
14 inspecting the records at the Commission offices. Any person requesting paper copies of
15 ~~material records pursuant to subdivision (a) shall~~ must reimburse the Commission ten cents
16 (\$0.10) per page for each page copied to pay the cost of copying, or supply copying equipment
17 and make copies in the offices of the Commission. ~~Documents~~ Original records of the
18 Commission may not be removed from the offices of the Commission. ~~If the request is for~~
19 ~~copies totaling ten pages or less, the copies shall be provided without charge for copying since~~
20 ~~the administrative costs do not warrant collection of \$1.00 or less. If the request is for copies~~
21 ~~totaling more than ten pages, reimbursements of copying costs shall include the cost for the first~~
22 ~~ten pages. Charges imposed pursuant to this subdivision are for the purpose of recovering the~~
23 ~~cost of copying.~~

1 ~~(d)~~ **(c) Written Requests.** ~~Requests for access and copies pursuant to subdivision (a)~~
2 ~~shall~~ Enforcement records requests should be made in writing and ~~shall~~ specifically identify the
3 documents sought.

4 **(d) Complaint Notice Period.** The Commission may not provide or make available
5 complaints or related records until after the disclosure periods provided in Regulation 18360.

6 Note: Authority cited: Section 83112, Government Code. Reference: Sections 6250, et seq.,
7 83115, 83115.5 and 83116, Government Code.