

GUIDELINES FOR ACCESS TO RECORDS

Public access to records maintained by the Department of Alcoholic Beverage Control (“ABC”) is governed by the California Public Records Act (Gov. Code § 6250, et seq.). California laws can be found at: <http://leginfo.legislature.ca.gov>

- To assist in expediting requests for inspection or photocopying of public records, ABC encourages that all requests be made in writing and sent via first class mail or facsimile.
- Requests should be specific and focused to sufficiently describe the records sought so ABC can identify, locate and retrieve the records. If a request is not specific and focused, ABC personnel will assist the requester to identify the requested information, describe the technology or physical location of the record, and provide suggestions how to retrieve the documents.
- To expedite processing, please send requests to:

Department of Alcoholic Beverage Control
Custodian of Records
3927 Lennane Drive, Suite 100
Sacramento, CA 95834
Phone: (916) 419-2500
Fax: (916) 419-2504

- Requests may also be sent by e-mail to: publicrecordsrequest@abc.ca.gov
- A properly addressed request will ensure a timely response.
- ABC may refuse to disclose records that are exempt from disclosure under the Public Records Act, or other state or federal law, including provisions of the California Evidence Code relating to privilege.
- Public records maintained by ABC are available for physical inspection during regular business hours. ABC personnel will be present to assist and prevent the loss or destruction of records. If the inspection involves numerous documents, ABC will coordinate with the requester a mutually agreeable time for document inspection.
- Upon completion of the inspection, the person inspecting the records will relinquish possession of the records, and will not destroy, mutilate, deface or alter, or remove any records from ABC.
- Costs for copying records will not exceed: ten cents (\$0.10) per page. Payment of the total estimated copy charge is required prior to photocopying the documents.

Information can be found on the Department’s website: www.abc.ca.gov. A copy of these guidelines will be posted in a conspicuous public place in each of the Department’s offices, and a copy is available free of charge to anyone requesting a copy.