



## **GUIDELINES FOR ACCESS TO PUBLIC RECORDS**

The public has a right under the California Public Records Act and the California Constitution to access public records maintained by the New Motor Vehicle Board (Board). The Board's written guidelines for access to public records are set forth below:

1. Public record requests can be made orally or in writing including email. Requests should be descriptive enough to enable the Board to identify, locate, and retrieve the records. The form in which records are sought should be identified including records in electronic or other format and the location of such records, if known.
2. Records that are exempt from disclosure under the Public Records Act, or other State or federal law will not be provided. The Board will timely provide non-confidential records in compliance with the Public Records Act.
3. Public records will be made available for inspection between the hours of 8:00 a.m. and 5:00 p.m. every weekday the Board's offices are regularly opened for business.
  - a. Board functions will not be suspended to permit inspection of public records where the records are reasonably required by Board personnel in the performance of their duties.
  - b. Requests for non-confidential records or information should be made a reasonable period of time prior to the inspection.
  - c. Except as otherwise authorized by the Executive Director, inspection of public records will be made in the presence of Board personnel at the Board's offices.
  - d. Records should not be destroyed, mutilated, defaced, altered, or removed from the Board's office. All records should be returned in the same condition as when received and either on completion of the inspection or upon the request of Board personnel.
4. Copies of public records will be provided upon request at a charge not to exceed the Board's direct costs of duplication.

Copies of these guidelines will be posted in a conspicuous place open to the public within the Board's offices and be available free of charge to any person requesting such.

If you need assistance with your Public Records Act request, please contact the Board staff at (916) 445-1888 or [nmvb@nmvb.ca.gov](mailto:nmvb@nmvb.ca.gov).