



State of California Franchise Tax Board Public Records Act

Excerpt from FTB's Disclosure Manual, [Section 5000](#)

Requests for Information Under the California Public Records Act

General Statement

The California Public Records Act (PRA), Government Code section 6250 et seq., while protecting individuals' rights to privacy, provides that access to information concerning the conduct of the people's business is a fundamental and necessary right to every person in this State. "Public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. Not all public records are available for inspection/disclosure; some public records, or portions of public records, are exempt from disclosure by law. In all cases the requester will receive a written response. If documents or portions of documents are exempt from disclosure, the reason(s) for the exemption(s) will be contained in the department's written response.

Exemptions

There are various categories of documents, which are exempt from the disclosure requirements of the Public Records Act. The exceptions are set forth in Government Code section 6254. The following is a partial list of them.

- Preliminary drafts of intra-agency memoranda not retained by the agency in the normal course of its business;
- Records pertaining to either pending litigation in which the public agency is a party or to claims made against the agency;
- Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy;
- Certain test questions, scoring keys, and other data pertaining to licensing, employment and academic examinations.



Contacting the Disclosure Officer

The Disclosure Officer is responsible for administration of the PRA. The Disclosure Officer's address is:

Franchise Tax Board
Disclosure Office, MS A-181
PO Box 1468
Sacramento, CA 95812-1468

Procedures for Handling Requests for Public Records

Request at Headquarters Office

A requester may review the department's non-exempt public records at the headquarters office during the department's regular business hours. There is no charge for review. Members of the public should be encouraged to schedule an appointment in order for documents to be located, assembled, and reviewed for exempt material, and in order to reserve a place for the member of the public to review the documents.

All Other Requests

All other requests under the PRA for copies of public records should be made by the requester in writing, in order for staff to provide the most comprehensive and accurate response. Oral requests will be honored, however. The requester must sufficiently describe the records in order for identification and retrieval of the records. All records must be reviewed to determine whether they contain any exempt material prior to copies being made for a member of the public. Requests are to be directed to the Disclosure Officer.

Fees for Copies

Fees for copies are as follows:

- Statement of Financial Interests: 1 to 99 pages - no charge; 100 or more pages - 10 cents per page.
 - Board meeting transcripts: 1 to 99 pages – no charge; 100 or more pages – 10 cents per page.
 - All other documents: 10 cents per page.
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