

STRUCTURE DOCUMENT REQUEST GUIDELINES

Requests may be initiated at any District Office or with Structure Maintenance and Investigations (SM&I) in Sacramento. It is the responsibility of the District where the structure is located to determine if those requesting confidential documents have valid state business.

When a request to review, inspect, or copy documents is received from persons or organizations other than California Department of Transportation (DEPARTMENT) employees, the following checklist of procedures shall be followed:

1. Does the State own the structure for which documents are being requested?

Requests for bridge as-built plans not owned by the State (anything other than a blank or "P" in the third digit of the bridge number) should be referred to the local jurisdiction where the bridge resides.

YES –Proceed to Item 2.

NO – Refer the requester to the Local Agency for that jurisdiction. If the request is from the Local Agency that owns the bridge, documents shall be released to the owner.

2. Does the request involve confidential structure documents?

The Bridge Inspection Records Information System (BIRIS) flags confidential records using a pop-up window. The pop-up window notifies the user the structure is confidential and requires a confidentiality agreement before the documents are released. If the records are available through BIRIS without the special pop-up window appearing then the records can be released without having to complete the confidentiality agreement.

YES – Proceed to Item 3.

NO – A Confidentiality agreement is not required for release of documents, and they can be released.

3. Are the requested documents otherwise exempted from disclosure pursuant to the Public Records Act?

Records such as preliminary drafts or notes, documents created for litigation purposes, real property appraisals, or engineering or feasibility estimates and evaluations for pending matters.

YES - Follow the standard Public Records Act procedures.

NO – Proceed to Item 4.

1. Is the person requesting Confidential Documents authorized to receive such documents?

Authorized individuals include:

1. An employee of a governmental agency acting within the scope of such employment.

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2. A consultant, contractor, subcontractor or contract bidder doing business with or on behalf of the Department, or Governmental Agency. Subcontractors are the responsibility of the prime contractor.
3. An encroachment permit applicant or holder whose request has been approved by a District Director, HQ Division Chief, or his or her designated representative.
4. Other person whose request has been approved by a District Director, HQ Division Chief, or his/her designated representative. This may include requests for other legitimate business purposes related to private development not requiring a permit from the Department.

If YES,

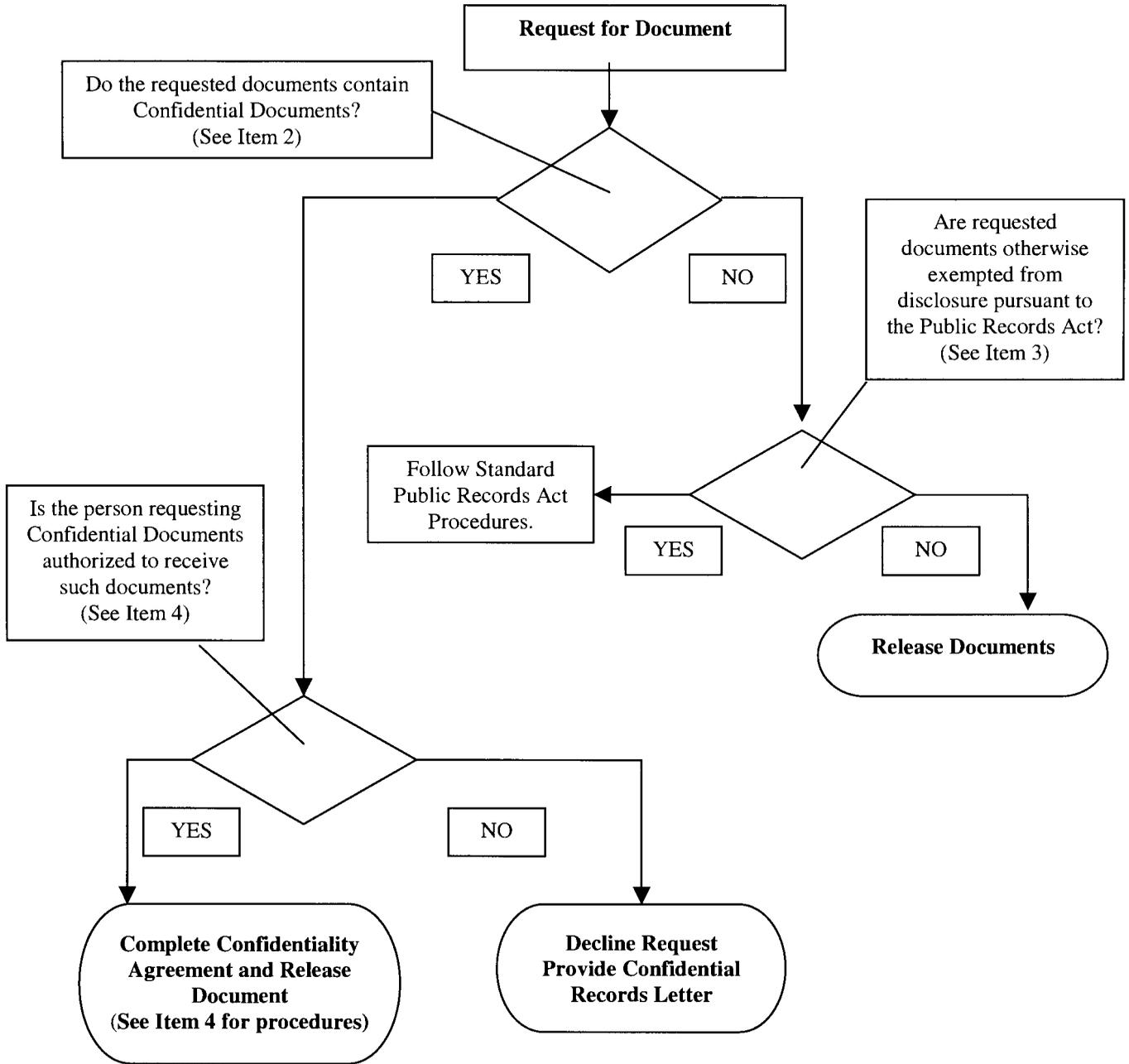
1. Verify the eligibility of the person by checking a valid California Drivers License or other photo identification and business I.D.
2. Obtain, log, and file a fully completed and executed Confidentiality Agreement prior to releasing any confidential document for review, inspection, or copying.(a copy is attached to these Guidelines).
3. Obtain the requested confidential documents. Number each page of each Confidential Document consecutively (Date stamp each page). Stamp each page of each Confidential Document in red "Confidential."
4. Prepare invoice for as-built charges (see attached Charging Structure Guidelines).
5. Present the Confidential Documents to the authorized person.

If NO - Decline to produce the Confidential Documents and provide the Rejection of Request for Confidential Records Letter to the requestor.

The requester may appeal this decision to _____ (District or HQ Division designated representative) at _____ (Phone Number). The requestor must sign and include a copy of the Confidentiality Agreement to the designated representative.

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Document Request Guidelines Flow Chart



This flow chart is to be used in conjunction with the Document Request Guidelines. It is intended to illustrate the decision making process and does **not** include specific procedural details.