SAMPLE LETTER TO CAL/OSHA REQUESTING COPIES OF FILES

(Dat e)

(Name of District Manager), District Manager Division of Occupational Safety and Health (Address) (City, State, Zip)

Re: Employer Name:

Employer I d (if any): Employer Address:

Dear Sir or Madam:

I hereby request, pursuant to the California Public Records Act, Government Code § 6250 et seq., a copy of all inspection files in your possession concerning the above referenced employer. [I believe that inspections were initiated on the following dates at the following locations.] Please also indicate which files, if any, are not being sent because the matter is still open.

Please send the records directly to this office. If you anticipate a delay longer than 15 days, please contact me so I can arrange to pick up the material at your office.

[We will cover the cost of reproduction. However, if that cost exceeds \$, please contact me in advance so we can discuss how to reduce the volume of material.] [OR]

[We are a nonprofit organization designed to (insert). As a nonprofit organization serving the public interest, we respectfully request waiver of all search and duplication fees.]

If there are questions regarding this matter, please contact me at ...

Thanking you in advance for your cooperation.

Sincerely,

(Your Name and Title) (Your Union and Local) (Your Address) (Your City, State, Zip) (Your Phone)

¹ In Federal OSHA jurisdictions, the authority for this information is pursuant to 29 Code of Federal Regulations 1910.1200 (Hazard Communication) and 1910.20 (Access to Medical and Monitoring Records).

² In Federal OSHA jurisdictions, the request is pursuant to 29 Code of Federal Regulations 1910.1200 (Hazard Communication), 1910.20 (Access to Medical and Monitoring Records), and 1904.7 (Log 300).

³ In Federal OSHA jurisdictions, the request is pursuant to 29 Code of Federal Regulations 1910.1200 (Hazard Communication), 1910.20 (Access to Medical and Monitoring Records), and 1904.7 (Log 300).

⁴ Requests for federal files should be made pursuant to the Freedom of Information Act, 5 U.S.C. 552.