SAMPLE LETTER TO CAL/OSHA REQUESTING COPIES OF FILES

(Date)

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

Re: Employer Name:
Employer Id (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)

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[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.