



Date: June 22, 2020

To: Local Enforcement Agencies and Solid Waste Facility Operators

Important Changes to CalRecycle's Website and Documents

CalRecycle has a long history of transparency to stakeholders. One of the ways we have accomplished this is by posting a significant number of documents on a vast array of subjects on our website. Recently, the department conducted a business needs assessment of all documents hosted on our website. According to best management practices, public web sites should provide access to frequently accessed information and are not meant to serve as a historical library of documentation. Following those best management practices, infrequently viewed documents are being removed from the CalRecycle website. Documents removed from the site will still be available to the public via a public records act (PRA) request submitted to the Office of Legal Affairs. We have developed a streamlined request process for previously posted documents that should minimize processing time.

To aid users in finding the documents they are looking for, we will retain the listing of documents where they currently appear on our website. We hope this reduces confusion for website visitors so they can see the full title of documents and the webpage context in which they are mentioned.

Although some documents will not be available for immediate download, they will be available via a PRA request. Clicking on the document hyperlink for documents that have been removed will now redirect users to a PRA request form. The form will be routed to the Legal office and staff will respond as quickly as possible.

You can learn more about public record act requests on our [Public Record Act Request](#) web page or by calling (916) 341-6072.

*This announcement is being sent on behalf of the Permitting and Assistance Branch,
CalRecycle*