6-08/300.00 Request for Production of Documents

The department may issue and serve requests for production for inspection and copying of books, records, documents, and physical materials in the possession or under the control of an individual or organization. (GC 12963.4)

• 6-08/300.10 Manner of Service

A request for production may be issued and served on the same individuals and organizations and in the same manner as subpoenas may be issued and served under GC 12963.1.

• 6-08/300.20 Contents

A request for production shall identify with reasonable particularity the things that are to be inspected and shall specify a reasonable time, place, and manner of making the inspection and performing the copying, and may prescribe such terms and conditions as are just. (GC 12963.1)

• 6-08/300.30 Production of Documents

Within 30 days after service of a request for production or such longer time as the department may permit, the recipient of the request shall serve on the department a written response with respect to each item requested, either stating that inspection and copying will be permitted as requested or objecting to the request and stating the grounds of the objection. Unless a request for production is objected to, the recipient of the request shall thereafter permit the inspection and copying requested by the department. (GC 12963.2)