

**POLICY NUMBER 3: MAINTENANCE AND ACCESSIBILITY OF
APPLICANT/REGISTRANT RECORDS**

The following provides the basis by which applicant and registrant records are maintained by the Office of Professional Foresters Registration and the manner in which they may be accessed:

- (a) Files pertaining to an individual applicant or registrant shall be made available only to that person or their designee in writing. Professional Foresters Registration staff or designated persons acting in an official capacity regarding registration may also be granted access to this information. Applicant files will be retained two (2) years from the year of receipt.
- (b) The names of persons denied qualification for the examination or registration will not be released, and information about those denied will not be supplied to anyone except the applicant or other person designated in writing, and those acting in an official capacity regarding Professional Foresters Registration.
- (c) Applicant examinations will be retained at least 45 days after mailing of the examination results to each individual applicant. An applicant's original examination responses absent the Expert Examiners' grading marks will be provided upon request by that applicant or their designee. Applicant examination scores will only be released to the individual applicant and will not otherwise be released in summary form correlating to applicant numbers, names or license numbers under any circumstance. Computerized data regarding exam results and education substitution for qualifying experience will be retained by applicant number. This data retention commenced in 1986.
- (d) The registrant's file and the corresponding computerized data will be maintained while the RPF or Certified Specialist such as a Certified Rangeland Manager (CRM) is currently registered. Upon approval of withdrawal, computerized data regarding the status of the license will be retained; the original data will be restored upon approval of request for reinstatement. Files will be retained during withdrawal status. Persons whose license is revoked through a disciplinary action will be treated in this same manner.
- (e) A confidential list showing all RPFs and Certified Specialists (CRMs), and preferred mailing addresses will be maintained indefinitely starting 1984. A list by registration number, name and license status is available to the public.
- (f) RPFs and Certified Specialists (CRMs) whose registration is voluntarily relinquished, revoked for non-renewal, or who have passed away, will have their files held for two years from the year of occurrence.
- (g) Access to investigation files and records is governed by various California

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Codes. When disciplinary actions by the Board involving suspension or revocation occur, the public has the right to know those items specified in 14 CCR §1612.2. Unless the Board's decision is overturned by a reviewing court order, the circumstances or conditions imposed are available only in the form presented in the Licensing News and news release.