

**STATE OF ECONOMIC INTERESTS (SEI) – FORM 700**  
**Processing Request Instructions**

**PUBLIC ACCESS**

The Political Reform Act of 1974 requires many state and local public officials and employees to disclose and use the Fair Political Practices Commission’s (FPPC) Form 700, Statement of Economic Interests. These Statements of Economic Interests are sometimes informally referred to as “SEI,” “700s” or “conflict of interest statements.”

Form 700s are filed with the agency’s filing officer. In some cases, the agency will forward the original form to the FPPC while retaining a copy.

Once filed, the Form 700 is a public document and must be made available to the public on request.

Ms. Ginger Weichel, Organizational Services Section, Human Resources Division (HRD), is the filing officer for the Board of Equalization (BOE). As the filing officer, Ms. Weichel is responsible to provide public access to the Form 700. These forms are maintained in HRD.

The first point of contact by a member of the public requesting a Form 700 could be the BOE Headquarters Reception Office, the public counter of a BOE District Office, or a Board Member’s office. Therefore, it is important that all employees who may assist the public in these locations be aware of how to handle a request for copies of Form 700s.

**PROCESSING A REQUEST FOR A SEI – FORM 700**

- Any member of the public may come into the BOE Headquarters Reception Office, District Office, or a Board Member’s office and ask for a copy of an SEI, 700, conflict-of-interest statements, or Statement of Economic Interests. In-person requests for copies of a Form 700 made during regular business hours must be responded to on that same business day.
- **DO NOT ASK THE REQUESTOR’S NAME OR THE REASON FOR THE REQUEST. NO IDENTIFICATION OR INFORMATION IS REQUIRED FROM PERSONS SEEKING ACCESS TO THESE STATEMENTS.**
- Write down the correct spelling of the employee’s name and the year(s) requested. The requestor may also request the Form 700 of an officer or employee holding a specific position without knowing that person’s name. In that case, note the name of the position and the year(s) requested.
- Call Ms. Weichel at (916) 324-3827 and give her the information the requestor has provided. If Ms. Weichel is not available, call Adetola Adedipe at (916) 323-6827, Ms. Lisa Dobbins at (916) 324-2776 or Ms. Barbara Fisher at (916) 323-6202. If none of these people are available, press ‘03’ and tell the HRD receptionist what you need and someone will be able to retrieve the document(s).
- Copies of the requested Form 700s will be made and taken to the requestor at the BOE Headquarters Reception Office or will be faxed to the appropriate District Office or Board Member’s office.
- Telephone requests can be handled the same way as counter requests, except that requestors would have to let us know how they want to receive the information. Again, do not ask the requestor’s name, affiliation, or reason for the request. Instead, ask the caller: ‘How would you like to receive this information?’ Written requests can be immediately forwarded to Ms. Weichel for response.
- BOE may charge 10 cents per page for copies. Based on the size of the request, Ms. Weichel will determine if the requestor will be charged for the copies. SEI Form 700 copies are retained for seven years.