

University of California, Merced Guidelines for Access to UC Merced Public Records

Requests for public records maintained by the University of California, Merced made pursuant to the [California Public Records Act \(CPRA\)](#) and the [Information Practices Act of 1977 \(IPA\)](#) are addressed through the following guidelines. The campus welcomes requests for access to public records and endeavors to respond in an efficient manner.

Requests for Inspection or Copying of Public Records

1. To assist the campus in providing records promptly, please provide specific information about the records you seek including the record name, subject matter, author's name, date, office, or department that created or maintains the record.
2. In order to respond to public records requests with greatest efficiency, UC Merced strongly encourages the submission of public records requests through email sent to the following address:
publicrecords@ucmerced.edu.

UC Merced also will accept written or oral requests for public records. The campus may confirm oral requests in writing to ensure an accurate understanding of the request. Written or oral requests can be submitted to the campus coordinator for public records requests:

Sonia Johnston
Director for Administration
University of California, Merced
5200 N. Lake Road
Merced, CA 95343
Tel: 209-228-4412

3. UC Merced has 10 days to acknowledge the request and determine if it will disclose the requested records. A limited 14-day extension may apply. If records cannot be provided within these time frames, the campus will provide an estimated delivery date, and the records will be disclosed in a reasonable period of time.
4. UC Merced will provide access to all public records upon request, unless the law provides an exemption from mandatory disclosure. Examples of exempt records may include: personnel records, investigative records, drafts, confidential legal advice, records prepared in connection with litigation, and information that may be kept

confidential under other state or federal laws. (See Gov. Code § 6254 et seq.)

5. UC Merced charges 20 cents per page as the direct cost for duplicating records. When UC Merced must compile or extract electronic data or perform computer programming, it may charge its full costs.
6. Requesters may inspect the records instead of (or in advance of) requesting copies of the records to be made. Such inspection of records will be facilitated during regular business hours. It is suggested that prior arrangement for the inspection of records will expedite the campus response. UC Merced reserves the right to have a staff member present during the inspection of records.

Statement of Economic Interest (Form 700): Requesters seeking to obtain a copy of the Form 700 of a UC public official, may email requests to Form700@ucop.edu or call the University of California Office of the General Counsel at 510-987-9800. Press "0" to speak with a receptionist, and ask to obtain a Form 700 from the Form 700 assistant. In addition, a Form 700 may be obtained by entering the University of California Office of the President, located at 1111 Franklin Street, Oakland, during business hours and using the courtesy lobby phone to call the Office of the General Counsel. Appointments are not required to obtain a copy of a Form 700, however, emailing or calling in advance of coming to the building will expedite the response to your request.