

## **Public Records Requests Response Information for Employees**

The campus coordinator is responsible for coordinating the campus response to requests for public records made under the [California Public Records Act \(CPRA\)](#) and the [Information Practices Act of 1977 \(IPA\)](#). The campus coordinator collects, reviews, and releases documents to requesters that are responsive to public records requests. In addition, the coordinator determines if records or portions of the records are subject to the exemptions provided by law. The coordinator also will notify requesters should no responsive documents be identified.

### **Who can file a request under the CPRA and the IPA?**

Any individual may request documents under the CPRA. Requests may be made anonymously, however, a requester must provide some form of contact information in order for the campus to process the request. A request should reasonably describe an identifiable record or records.

Requests made under the IPA may generally only relate to records pertaining to the requester. As these records are not typically public, proof of identification may be required prior to a release.

### **What are the differences between the CPRA and the IPA?**

Under the CPRA, all records maintained by the campus are potentially subject to disclosure unless they fall into an authorized exception. Any member of the public can make a request for records under the CPRA.

Under the IPA, the public has very limited rights to personal information about an individual. Personal information is defined as any information maintained by the campus that identifies or describes an individual. Most personal information is considered confidential and not disclosable to the public. However, individuals have the right to access personal information about themselves held by the campus with few exceptions. Proof of identification may be required when releasing records made under an IPA request.

### **What UC Merced Employees Should Do Upon Receipt of a Request for Public Records**

Requesters typically submit their requests for records directly to the public records request coordinator through the following email:  
[publicrecords@ucmerced.edu](mailto:publicrecords@ucmerced.edu).

Occasionally, requesters will submit requests for records to other divisions of the campus. In such cases, employees should follow the steps described below.

1. Make note of the exact date of receipt of the request.
2. Please immediately forward the request to [publicrecords@ucmerced.edu](mailto:publicrecords@ucmerced.edu). (Please note that there are legal deadlines that must be met when the University receives a request for records. Therefore, it is very important that you forward all such requests to the email address upon receipt.)

### **What UC Merced Employees Should Do if Asked to Search for Records by the Campus Coordinator for Public Records Requests**

Employees asked to search for public records by the campus coordinator for public records requests should follow the steps below.

1. Carefully review the request to identify what records are being sought.
2. Immediately begin searching for records that relate to the request.
3. Notify the campus coordinator for public records requests as to whether or not the requested records have been located.
4. Forward copies of the requested records to the campus coordinator for public records requests. Please do not provide original records.
5. Please do not create records that do not otherwise exist in hardcopy, electronic, or other form. The campus does not have a duty to create records to satisfy a request. NOTE: You may be asked, however, by the public records request coordinator to query, compile, extract, or program data that is only maintained electronically, such as in a database, should such be necessary as a means of providing the requested information.
6. If you have any questions, please contact Sonia Johnston, Director for Administration, who serves as the public records request coordinator at UC Merced, at [publicrecords@ucmerced.edu](mailto:publicrecords@ucmerced.edu) or tel: 209-228-4412.