

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
UNIVERSITY STUDENT UNION, INC.**

CORPORATE POLICY

SUBJECT: **Public Records Access**

REFERENCE: Information Practices Act (IPA) California Civil Code §1798-1798.78; CSU Code: HR 2005-16 – Requirements for Protecting Confidential Personal Data; CSU Executive Order 796 – Privacy and Personal Information Management; CSUN HR 2005-01 – Reference to Information Practices Act of 1977; CSUN Policy No. 650-30 – Student Records Information; the federal Family Educational Rights and Privacy Act (incorporating amendments to and interpretations of FERPA as contained in the (20 U.S.C. 1232g, hereinafter referred to as FERPA), and its implementing regulations, 34 C.F.R. 99, the PATRIOT Act, and the Solomon Amendment.

DEFINITIONS:

1. **Confidential Information:** confidential business, or financial information provided that the information does not include:
 - (a) information that is publicly known or that is available from public sources;
 - (b) information that has been made available by its owner to others without a confidentiality obligation; or
 - (c) information that is already known by the receiving Party, or information that is independently created or compiled by the receiving Party without reference to or use of the provided information
2. **Record Retention Schedule:** a document identifying a series of unique records/information associated with a corporate process or function. For each record/information listed, the schedule will include a unique number/identifier, title, custodian, value, retention authority, and retention period. The basic schedules are to be modified by each department as needed, e.g., to specify custodians, incorporate additional records, etc.

POLICY:

It is the policy of the University Student Union (USU) to maintain the confidentiality of administrative records (information) that have been created or received by the USU and California State University, Northridge (CSUN). Records will be kept and destroyed according to a record retention schedule. The USU has sole custody of this data. It is not accessible to a third party. This policy is designed to ensure compliance with legal and regulatory requirements while implementing appropriate operational best practices.

Confidential Information will not be disclosed, copied, reproduced or otherwise made available to any other person or entity without the consent of the USU except as required by a court or administrative body of competent jurisdiction, or federal

law or state law or campus policy or regulation. The USU shall use reasonable efforts to maintain the confidentiality of Confidential Information, which will in no instance be an effort that is less than what USU administrators use to protect their own Confidential Information.

Regarding public records, this policy will act in accordance with federal, California, California State University (CSU) and CSUN policies. As such, it establishes a cost per page of 20 cents for copies of records produced under the California Public Records Act. That per page cost applies whether the records are provided in hard copy or electronic form. The CSU cost rationale, Coded Memorandum AD 08-01, for the 20 cents per page charge may be assessed at http://www.calstate.edu/sfo/CodedMemos/coded_memos_2008/AD08-01.pdf.

The CSU charge was modeled after the published determination by the Internal Revenue Service of costs, which an exempt organization may charge for copies covered by public disclosure requirements. The IRS determination may be accessed at <http://www.irs.gov/charities/article/0,,id=135014,00.html>.

The policy consists of procedures to promote sound, efficient, timely and organized data management in the following areas:

- I.** Confidentiality of records
- II.** Security, privacy and access to records

This policy applies to all USU records, except as superseded by federal laws, regulations, and USU contracts.

The USU Executive Director/designee shall be responsible for the ongoing coordination of the records.

Approved by the USU Board of Directors on June 11, 2012.

PROCEDURE:

A. Requesting a public record

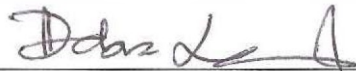
Anyone can submit a public records request to the USU or university, whether a member of the public or student, faculty, staff or alumni in their capacity as members of the public. Members of the news media also can make public records requests, and they have the same rights under the law as the public.

Public records requests may be made verbally or in writing, including by e-mail or other electronic means. A requester may be encouraged to make their request in writing, but this is not required.

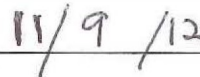
B. Response to a Public Records Act Request:

1. The USU must respond to a Public Records Act request within ten calendar days after receipt. The response can, but does not have to, include the actual records.
2. All requests shall be submitted to the USU's keeper of records who will work in conjunction with CSUN's University Corporation in responding to the request.
3. It is not necessary to provide the actual records within the ten-day initial response time, but rather a written response as to whether records will or will not be disclosed. If records are available for disclosure, they must be made available for inspection or copying within a reasonable amount of time based on their volume and complexity.
4. In unusual circumstances, the ten-day time limit for CSU's initial response may be extended by written notice for up to 14 more days, but an extension on the initial response requires the responding party to set forth the reasons why an extension is required, the specific date on which the response will thereafter be provided and an estimated date on which the records will be available. These requirements do not apply to an initial response provided within the initial ten-day time limit.

When the requested records are available on a CSU website, it is sufficient to provide the url, rather than printed records. However, if the requester desires another format (e.g. printed copies or other electronic format), the policy requires compliance with that request, subject to payment of CSU's direct copying costs first.



Debra L. Hammond,
Executive Director



Date