

## CHAPTER 3

### ADMINISTRATION AND FINANCE

#### 382 REQUEST FOR PUBLIC RECORDS

The California Public Records Act requires government agencies to provide the public with access to public records, subject to limited exceptions. Public records are defined by statutes as “any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.”

Public records are open to inspection by the public at all times during office hours. Requests to inspect public records may not interfere with Cal Poly’s business operations. Requests may be made verbally or in writing. If a verbal request cannot be responded to immediately, the requestor shall be asked to submit his or her request in writing so that it is clear what is being requested. Alternatively, a member of the public may submit a written request for public records. The following policy applies to either verbal or written requests for public records.

The campus must respond whether records will or will not be disclosed within ten days after receipt of the request. There is no charge for inspecting records; however, a charge of \$.20 per page shall be imposed for all copies of records provided as either hard copies or electronically.

#### 382.1 Policy

A campus department that receives a request for public records shall immediately notify and, if written, provide a copy of the request to the Public Records Act (PRA) officer. The department which receives a request for public records shall respond to and comply with the request, unless the requested documents are housed in a different department. A written request should immediately be forwarded to the other department for handling and the PRA officer notified of the transfer.

The director of Administrative Compliance Services serves as the campus PRA officer. The campus PRA officer assures that appropriate campus entities, including University Legal Counsel, are notified of the request and for maintaining an inventory of all such requests. University Legal Counsel shall notify the CSU Office of General Counsel of each request and is available to respond to questions and advise campus administrators regarding requests.

**References for CAP 382:**

1. Date approved by the President: January 19, 2014
2. Effective Date: January 19, 2014
3. Responsible Department/Office(s): Administrative Compliance Services
4. Revision History: March 7, 2007; January 19, 2014
5. Related University Policies, Procedures, Manuals and/or Documents: None cited.
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy:
  - a. [Government Code Section 6250; Article I, Section 3, California Constitution.](#)