

UC Santa Barbara
Policies

Policy 7015

Issuing Unit: Administrative Services

Date: January 1, 1986

ACCESS TO AND RELEASE OF
UNIVERSITY ADMINISTRATIVE RECORDS

I. REFERENCES:

- A. State of California Public Records Act; Government Code Section 6250.
- B. UCSB Policies Manual, Policy 7030, Allowable Charges for Copies of Records.
- C. UCSB Policies Manual, Policy 7050, University's Record Management Program.
- D. UCSB Policies Manual, Policy 7005, Privacy of Home Address and Home Telephone Number.

II. POLICY:

The California Public Records Act applies to the University because the University is State Agency. It provides that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this State; that public records must be open to public inspection during regular office hours; and that every citizen has the right to inspect any public record except as provided in the Act.

A. Under the Public Records Act, the following are not public records:

1. Any record for which it can be demonstrated that the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record.
2. Preliminary drafts, notes or intra-University memoranda not retained by the University in the ordinary course of business (see UCSB Policy 7050), provided that the public interest in withholding such material clearly outweighs the public interest in disclosure.
3. Records pertaining to pending litigation to which the University is a party.
4. Records or complaints to or investigations conducted by the UCSB Campus Police or other agencies for correctional or law enforcement purposes.
5. Test questions, scoring keys, and other examination data.
6. Real estate appraisals, engineering feasibility estimates and evaluations, relative to the acquisition of property, or public supply and construction contracts, until all of the

property has been acquired or contract agreement obtained.

7. Library and museum materials acquired and presented solely for reference or exhibition.

8. Any record, the disclosure of which is exempted or prohibited pursuant to provisions of Federal or State law, including provisions of the evidence code relating to the physician-patient, psycho-therapist-patient, lawyer-client, and official confidence privileges.

9. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.

- B. The following information, which is part of an individual's employment contract with the University, is considered public and may be released without the employee's permission.

Name

Organizational unit assignment

Work location

Current job title and title code

Current job description, duties and responsibilities
Current salary

Date appointed/separated

Time base (e.g. full or part time)

Tenure (e.g. career, casual, probationary)

Cost to the University for training, travel, etc.

Please direct questions about these policies to Meta.Clow@vadmin.ucsb.edu. For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

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