

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 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. It will assist us in responding more quickly if you can narrow your request to specific records or documents to the extent possible.
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:

Angela Counts
Legal, Public Records Act &
Conflict of Interest Coordinator
University of California, Merced
5200 N. Lake Road
Merced, CA 95343
Tel: 209-228-2406

3. UC Merced has 10 days to acknowledge the request and determine if it has disclosable 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. The volume of requests received by the campus does not permit instant response to records requests. There is no public counter service for on-demand, same day public records inspections; nor does the law require such a public counter. Identification and collection of potentially responsive records are only some of the steps involved in responding to requests. The collected records must be reviewed to ensure that they are in fact responsive to the request and to assess whether they are subject to redaction to protect the privacy rights of others, consistent with applicable legal privileges and exemptions. Each of the steps in the process takes time. When the requested records are available for release, we will contact you. If you prefer to inspect the records before paying for copies, we are happy to set up a mutually convenient time for such an inspection.

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 Form700info@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.