

# What is a Public Record?

How Ever Do We Manage Them?

Bridging the Gap

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Speakers:

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# Objectives

- \* Understand what is and what is not a public record.
- \* Know what to do when a records request is received.
- \* Learn what records management really is.
- \* Discover how to get started in records management.

# Public Records: Definitions

Public record defined:

“Any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained” by the University, “regardless of physical form or characteristics.”

(California Government Code 6252(e))

# Public Records: Definitions

Writing defined:

- \* Any means of recording information including paper, audio tape, video tape, computer diskette, computer hard drive, etc.
- \* Includes handwritten notes, e-mail, and information contained in databases.

# Public Records: Examples

- \* Business Proposals and Contracts
- \* Employment Contracts
- \* Revenues and Expenses Reports
- \* Published Research Data
- \* Communications relating to the University

# Public Records Act (PRA)

## In a Nutshell

- \* Public records are generally subject to disclosure, unless there is an exemption under the law.
- \* Any person may submit a request.
- \* The University has 10 days to make a determination.
- \* Only “direct cost of duplication” and programming costs may be charged to the requester.
- \* Contact PRA Coordinator immediately when a records request is received.

# PRA: Fundamental Challenge

**In responding to requests for University documents, the campus must balance the competing interests of**

- \* Providing access to records about how public business is conducted.
- \* Protecting the rights of privacy of an individual whose information may exist in those records.

# Records Management Program: Components

Consists of procedures that promote sound, efficient, and economical records management in these areas:

- Creation, organization of, and access to records
- Maintenance and retention of administrative records
- Security and privacy of records
- Protection of records vital to the university
- Preservation of records of historical importance
- Disposition of administrative records when they no longer serve their purpose
- Other functions the university may deem necessary for good records management



# Getting Started: Managing Records

## 1) IDENTIFY

- what records you have

## 2) DETERMINE

- who uses the records

## 3) CHECK

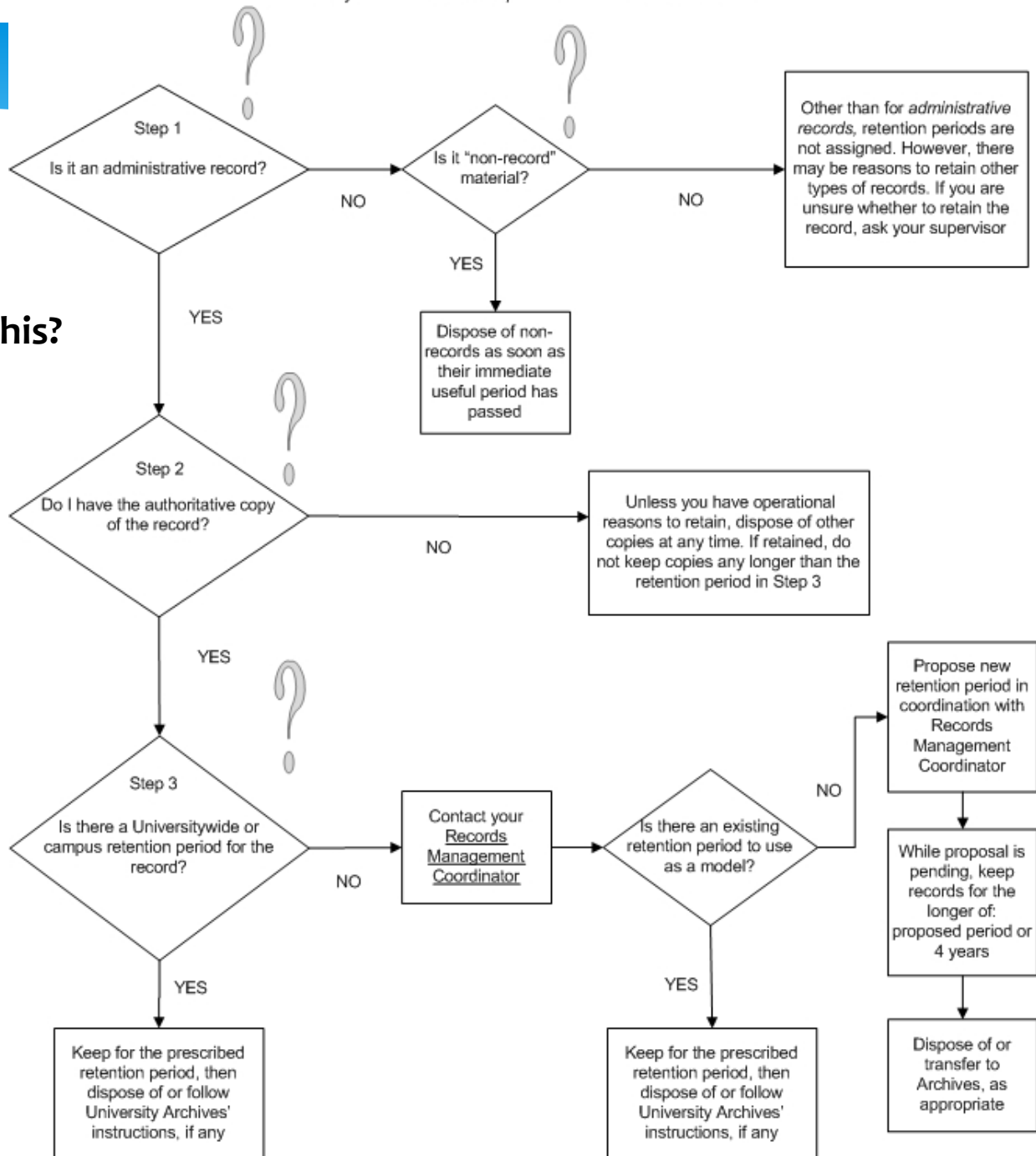
- UC Records Retention Schedule

## 4) DETERMINE

- Dispose or keep

# Decision tree: Do I need to keep this?

RMP 2, Appendix E



# UC Records Retention Schedule

Per UC Business and Finance Bulletin, RMP-1, “University Records Management Program”

- \* Except as superseded by federal laws and regulations, and university contracts, the retention schedule applies to all administrative records, regardless of their medium, owned by the
  - University of California campuses and the Office of the President,
  - University of California health sciences centers, and
  - Department of Energy laboratories managed by the University of California.
  
- \* The schedule does not apply to
  - Administrative records held by the Principal Officers of The Regents,
  - Teaching and research records (e.g., library materials, faculty research and teaching materials, student examinations), or
  - Records pertaining to individual patient care (medical records).

# Takeaways

- \* The “Front Page” Test.
- \* University vs. Personal Business.
- \* Tools to get started in records management.
- \* Campus Public Records Coordinator.

# Resources

- \* **UC Berkeley – Public Records**

<http://chancellor.berkeley.edu/services/public-records>

- \* **UC Records Management**

<http://www.ucop.edu/information-technology-services/initiatives/records-management/index.html>

- \* **UC Records Retention Schedule**

How to use schedule: webinar time stamp at 25:46

<http://recordsretention.ucop.edu/>

- \* **UC Records Management Policies (RMP)**

<http://policy.ucop.edu/manuals/business-and-finance-bulletins.html#rmp-series>

- \* **Transferring Records to the Archives**

<http://bancroft.berkeley.edu/collections/uarc/transfer.html>

- \* **Cal Shredding**

<http://mailservices.berkeley.edu/services/calshredding>