What is a Public Record?

How Ever Do We Manage Them?

Bridging the Gap

March 18, 2015

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 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))
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 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.
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:

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
Except as superseded by federal laws and regulations, and university contracts, the retention schedule applies to all administrative records, regardless of their medium, owned by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