Topic:	*Public Records Act (PRA) Requests*
Functional Area(s):	*All DFA departments / units*
Responsible Officer(s):	*All*
Last Revised Date:	April 16, 2024

I. Purpose

The purpose of this procedure is to clarify the process DFA units must follow when responding to public records requests.

II. Definitions/Acronyms

PRA
California's Public Records Act provides for a right of access to public records, making many UCI records subject to public inspection.

PRO
UCI's Public Records Office coordinates the University's response to requests for public records.

III. Roles

DFA Cabinet Members:
Ensures that the PRA requests are addressed in a timely fashion if the unit manages their own PRA requests (per section IV below).

Manager of Campus Records and DFA Policies:
Facilitates PRA requests for certain DFA units which do not have designated staff for this function.

IV. Procedure

Requests for public records require timely and careful response, which also requires awareness of privacy confidentiality issues.

Records may be subject to public requests from both internal and external parties, and thus it is critical to maintain appropriate records in alignment with UC's Records Management Program and with UC's Records Retention Schedule.

The PRO reviews all requests that are submitted to UCI, and then distributes those inquiries to the pertinent campus department(s) / unit(s), as well as to the inquiring parties.

The following DFA departments/units have identified staff who can address these requests directly:

> Accounting and Fiscal Services (Barry Oh, Juan Diaz, Tanya Harris)
> Budget Office (Katherine Gallardo)
> Campus Planning and Sustainability (Janet Mason, Umashankar Ramasubramanian)

Capital Planning and Space Management (Janet Mason)
Design and Construction Services (Brian Pratt, Brenda Medina)
DFA Human Resources (Venee Raduziner)
Emergency Management (Rick Coulon, Randy Styner)
Environmental Health & Safety (John Sterritt, Cecilia Frisbee)
Facilities Management (Matt Gudorf)
Internal Audit (Mike Bathke)
Police Department (Liz Griffin)
Procurement Services (Snehal Bhatt, Doreen Tannenbaum)
Risk Services (Rick Coulon, Chris Richmond)
Transportation and Distribution Services (Ron Fleming)

The following units must re-direct PRA requests to PDE (Stephanie Tenney):

Office of the CFO and Vice Chancellor
Program Development and Execution

The e-discovery team in OIT (oit-ediscovery@uci.edu) is available to support the search and collection of certain records.