

University of California, Santa Cruz
REQUEST FOR RECORDS
under the CALIFORNIA PUBLIC RECORDS ACT¹ (CPRA)
and/or CALIFORNIA INFORMATION PRACTICES ACT² (IPA)

Name (please type or print): _____

Organization: _____

Mailing Address: _____

e-mail: _____

Phone Number: _____

Records Requested: Please be **as specific as possible** (e.g. include date range, department, etc). Because of the expansive information environment at the University, we cannot accept broad requests for "all records" or similar language. Making your request specific will also enable us to locate the information as quickly as possible.

(continue on a separate sheet if necessary)

Signature of Applicant:

(signature)

(date)

GENERAL INFORMATION:

- All requests must be presented to: Information Practices Director, Privacy & Information Practices, University of California, Santa Cruz, 1156 High St., Santa Cruz, CA 95064, or email to pra@ucsc.edu.
- While it is free to review records on site, the University will charge for providing copies of public records in accordance with California law.
- Requests will be satisfied as promptly as possible, however the nature of some requests may require significant time and resources.
- Records will only be conveyed to the individual requesting the information.

Thank you for your request.

1. Records pertaining to conduct of University of California, Santa Cruz business.
2. Records pertaining to self.