

First Annual UC Compliance and Audit Symposium

General Session: Public Records Act Requests Panel Discussion

4:00pm – 5:30pm; Tuesday, February 3, 2009

Marie Felde (UCB), Alan Kolling (UCB),

Stella Ngai (UCOP), Maria Shanle (UCOP), Paul Schwartz (UCOP)

- 4:00-4:05 Introductions
- 4:05-4:20 The California Public Records Act and the legal aspects of PRA requests (Shanle)
- Public interest vs. institutional/personal privacy – a balancing act
 - Definition of a “record”
 - Disclosure exemptions
 - Response timeliness – understanding “The 10-Day Rule”
- 4:20-4:35 Processing requests: Mechanics, challenges, etc. (Kolling/Ngai)
- How to work with your local PRA officer
 - Vague requests
 - Tips on organizing and managing information
 - Case studies
- 4:35-4:50 Working with Media Relations/Communications (Felde/Schwartz)
- Media trends: Increase use of PRA requests for potential stories
 - Enabling public understanding vs. transmitting data
 - How to work with your local communications office
 - What to do if a reporter calls you
- 4:50-5:30 Discussion