

# **CAL POLY POMONA FOUNDATION, INC.**

## **POLICIES AND PROCEDURES**

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**Subject: CSU Auxiliary Organizations Transparency & Accountability Act**

**Policy No. 127**

**Reference: 341-III-A, 349-III-E**

**Date: 11/16/09, 11/17/11**

**California Public Records Act**

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### **PURPOSE**

On January 1, 2012, and thereafter, the CSU Auxiliary Organizations Transparency & Accountability Act (Transparency Act) requires CSU auxiliaries to make their records available for public inspection, and to make copies available upon request and payment of a fee unless those records are exempt from disclosure. Generally, the Transparency Act requires Foundation to comply with the existing Public Records Act (PRA). This policy provides guidance on how the Foundation will comply with the new Transparency Act and/or the PRA.

### **BACKGROUND**

Historically, Foundation has practiced transparency with the general public regarding its financial records, tax information, written policies, annual reports, business support activities and associated information by making it readily available on its website. However, not all information of the Foundation is available to the public even through a request under the Transparency Act or PRA. Both Acts provide a list of information that is generally excluded from disclosure requirements. Foundation management is therefore responsible on a case-by-case basis for determining which information is included or excluded from disclosure under any applicable request.

### **POLICY**

It is the policy of the Foundation to comply with all applicable laws, including the Transparency Act and/or Public Records Act, which become applicable to Foundation on January 1, 2012. To help meet the related requirements found in the new regulations Foundation has created the process for individuals presenting a request under the Transparency Act / PRA to submit their requests directly to the auxiliaries PRA Coordinator at Cal Poly Pomona. The mailing address is: Cal Poly Pomona Foundation, 3801 W. Temple Ave, Bldg 55, Pomona, CA 91768, Attn: Auxiliaries PRA Coordinator. PRA requests may also be made via telephone by contacting the Foundation at 909-869-5418.

Upon receipt of a request for records, Foundation will have 10 calendar days in which to acknowledge the request. The acknowledgment response will typically include Foundation's intent to (or not) produce documents and will also include the cost to provide the documents. The cost is 20 cents per page whether the documents are provided in electronic form or paper form. In many cases, Foundation will simply point the requestor to the website where the requested documents reside and in these situations, no funds will become due from the requestor. Foundation is not permitted to produce documents in any form until the applicable payment has been received from the requestor.