

## **TRANSPARENCY/ACCOUNTABILITY & PUBLIC RECORD REQUEST POLICY**

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

Historically, CSUSB Philanthropic Foundation has practiced transparency with the general public regarding its financial records, tax information, written policies and corporate documents by posting them on the CSUSB Philanthropic Foundation website. However, not all CSUSB Philanthropic Foundation corporate information is available to the public, even through a request under the Act or PRA. CSUSB Philanthropic Foundation management, in collaboration with CSUSB management, is responsible for determining any exclusion from such disclosure on a case-by-case basis.

Requesting parties may submit requests under the Act/PRA as follows:

1. Written requests should be submitted to CSUSB Office of VP Admin & Finance, 5500 University Parkway, SH-127, San Bernardino, CA 92407, Attn: Auxiliary PRA Coordinator. Verbal requests may be made by contacting CSUSB at 909-537-3356. The requesting party must define the document(s) or item(s) that they wish to view and whether a copy or electronic image is desired. Requests must be specific. It is the responsibility of the requester to provide enough information to properly identify the item(s) requested.
2. Upon receipt of a record request, CSUSB Philanthropic Foundation will have 10 calendar days in which to acknowledge the request.
3. There will be a nominal fee per copy/image of \$0.20 each, whether the document is provided in electronic form or paper form. Payment for requested copies/images must be made in advance of the release of the documents.
4. In many cases, CSUSB Philanthropic Foundation will simply point the requestor to the CSUSB Philanthropic Foundation website and no fees will be required.
5. If one’s request for item(s) is denied due to its exclusion from the Act or PRA, an explanation will be provided to the requester.

Approved: 2/26/15