



**University Administrative Information System  
ACCESS TO INFORMATION STATEMENT**

Federal law, California law, and University policy† protects any information that is maintained by the University that identifies or describes an individual (“personal information”), including, but not limited to, his or her name, social security number, physical description, home address, home telephone number, education, financial matters, medical or employment history, and statements made by or attributed to the individual. In addition, it is the policy of the University to limit access to computer-generated information to those with a “business need to know.”

More precisely, access to password-protected (i.e., administrative information systems which employ access-controls), computer-generated information (including the source documents which serve as the basis for input to those systems), information stored on the system, and access-controlled reports generated from those administrative information systems is permitted to University officers, employees, agents, or volunteers if the access is relevant and necessary in the ordinary course of the performance of their official duties. University officers, employees, agents, or volunteers who properly have access to password-protected, computer-generated information may not disclose that information to others, except to the extent such disclosure is to other University officers, employees, agents, or volunteers, and the disclosure is relevant and necessary to the performance of those others’ official duties.

University personnel who have access to information on the University’s computer systems need to be particularly aware of these limitations and to seek access to information, and disclose information accordingly. Violation of these rules can lead to civil liability and disciplinary actions, up to and including dismissal.

To the extent a University officer, employee, agent, or volunteer receives a request for information and there is any question about whether there is a “business need to know,” or whether the information is public information available under the California Public Records Act, the request should be brought to the attention of the campus’s Information Practices Coordinator (459-2058).

I have read, I understand, and I agree to comply with the rules governing access to information.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Employee Identification Number

Records Retention Information:

Information Technology Services  
Retention Period: 5 years after separation

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† “The Legislature declares that the right to privacy is a personal and fundamental right protected by Section 1 of Article I of the Constitution of California and by the United States Constitution and that all individuals have a right of privacy in information pertaining to them.” *California Civil Code*, § 1798.1 (Information Practices Act), Legislative Declaration and Findings (July 1, 1978).

The disclosure of information from student records is governed by the Federal Family Educational Rights and Privacy Act (FERPA) [20 U.S.C § 1232g] and California Educational Code [§ 67100 et seq.].