

# California State University, Los Angeles (CSULA) Foundation

## Policies and Procedures

**Subject: Public Disclosure and Transparency**

**Approved: January 26, 2012**

### 1.0 PURPOSE

This policy provides guidance on how the CSULA Foundation will make its records and information available to the general public and provide public information about the CSULA Foundation. The CSULA Foundation desires to operate in a transparent manner while preserving confidential information.

### 2.0 BACKGROUND

The general public may request access to certain Foundation records and information. Not all information of the Foundation is available to the public. Personal, sensitive or confidential information that could do harm to the Foundation, its employees, donors or supporters if made public is protected by the Foundation at all times. Certain trade secrets, proprietary data, contracts and non-disclosure agreements are not available to the general public. Access to Foundation information is available through several means including the Foundation website, reference to other public websites, and public postings.

### 3.0 POLICY

It is the policy of the CSULA Foundation to comply with all applicable laws that govern auxiliary organizations such as the Foundation and to be as transparent as possible in its business and support activities. Public records and reports that are likely to be of interest to the general public such as annual reports, policies, tax returns and information about the organization will be posted in an organized manner on the Foundation website. Once posted on the website, the Foundation considers the record(s) as available to the general public. Records and information that exists and considered public, but not available on the Foundation or other websites may be viewed by a requesting party by defining the document(s) desired and making a request to the Foundation Administrative Office. Guidelines for making such a request are as follows:

- 3.1 The requesting party is to make a written or verbal request to the CSULA Foundation, c/o University Counsel, California State University, Los Angeles, at 5151 State University Drive, Los Angeles, CA 90032.

The requesting party must define the document(s) or item(s) that they wish to view and whether a photocopy is also desired. Requests must be specific and may be made only for documents that exist. It is the responsibility of the requester to provide adequate information to properly identify the record(s) requested. The Foundation will not provide research for requests that are vague or that cannot be readily linked to an existing document.

- 3.2 There will be a nominal per copy (per image) charge for photocopies. A Foundation form is available to make a public records request; however, it is not necessary for the requester to complete this form so long as the requestor provides adequate information for the Foundation to identify the records being requested. The Foundation Administrative Office representative can also complete the form on behalf the requester. If the record(s) requested are to be mailed, a nominal mailing and handling charge will be added. Payment for any requested photocopies and mailing charges must be received by Foundation Administrative Office prior to the release of the photocopies.

- 3.3 If one only desires to view record(s) and does not need photocopies, one may ask the Foundation Administrative Office representative how long it will take to retrieve the record(s) and arrange a viewing time during regular Foundation business hours. Every effort will be made to retrieve documents in a prompt manner. The more complex a request is, the longer it is likely to take to retrieve the record(s).
- 3.4 If one's request for record(s) is denied due to confidentiality, non-existences, or other reasons, an explanation will be provided to the requester.

University Counsel will coordinate with appropriate Foundation staff to reply.

If a request for information is made by a party, and that request is denied or not accommodated to the satisfaction of that party, any resulting appeal will be referred to the Vice President for Administration and Chief Financial Officer for review and final decision.

Request for Foundation Documents or Records form may be accessed by clicking on the link below:

(pending establishment of link)\_\_\_\_\_