

## **Student Records & Disclosure**

- **UCOP** Business and Finance Bulletin RMP-1 – University Records Management Program  
<http://policy.ucop.edu/doc/7020453/BFB-RMP-1>
- **UCOP** Business and Finance Bulletin RMP-7 – Privacy Of And Access To Information Responsibilities  
<http://policy.ucop.edu/doc/7020462/BFB-RMP-7>
- **UCOP** Business and Finance Bulletin RMP-8 – Legal Requirements on Privacy of and Access to Information  
<http://policy.ucop.edu/doc/7020463/BFB-RMP-8>
- **UCLA** Policy 220 – Disclosure of Information From Student Records  
<http://www.adminpolicies.ucla.edu/app/Default.aspx?&id=220>
- **UCLA Registrar’s Office** – Policy on Access to Student Data  
<http://www.registrar.ucla.edu/RSRDocs/studentdatapolicy.pdf>
- **UCLA** General Catalog - Summary of Appendix A: Disclosure of Student Records  
<http://www.registrar.ucla.edu/catalog/catalog13-14-809.htm> (keyword search (Ctrl-F) for “disclosure”)  
This link will change as the General Catalog updates annually
- **UCOP** Policies Applying to Campus Activities, Organizations and Students (PACAOS) – 130.00 Policies Applying To The Disclosure Of Information From Student Records  
<http://policy.ucop.edu/doc/2710533/PACAOS-130>
- **CONTACTS:** UCLA Registrar’s Office – Student Affairs Information Technology  
<http://www.registrar.ucla.edu/facultystaff/ris.htm>
- **CONTACTS:** UCLA Office of the Campus Counsel  
<http://www.campuscounsel.ucla.edu/staff.html>
- **CONTACTS:** UCOP Office of General Counsel – UC Information Practices Coordinators and other Information Practices Officials  
<http://www.ucop.edu/general-counsel/legal-resources/information-practices/information-practices-coordinators.html>
- **CONTACTS:** UCOP Information Technology Services – University of California Records Management Committee Roster  
<http://ucop.edu/information-technology-services/units/records-management-committee-roster.html>

## **Admissions & Applicant Files**

- **UCLA Graduate Division** – Guidelines for Graduate Admissions Process and Codification of the Policies and Procedures Governing Graduate Admissions  
<http://www.gdnet.ucla.edu/gasaa/library/gccodific.pdf>
- **UCOP** Business and Finance Bulletin RMP-11 – Student Applicant Records  
<http://policy.ucop.edu/doc/7020468/BFB-RMP-11>

## **Student Rights & Faculty Responsibilities**

- **UCOP** Policies Applying to Campus Activities, Organizations and Students (PACAOS) – 170.00 Policy On University Obligations And Student Rights  
<http://policy.ucop.edu/doc/2710537/PACAOS-170>
- **UCLA Graduate Division** – UCLA Graduate Student Academic Rights and Responsibilities  
<http://www.grad.ucla.edu/asis/library/academicrights.pdf>
- **UCLA** General Catalog - Summary of Appendix A: Faculty Code of Conduct  
<http://www.registrar.ucla.edu/catalog/catalog13-14-809.htm> (keyword search (Ctrl-F) for “faculty code”)

This link will change as the General Catalog updates annually

- **UCOP Faculty Handbook - APM-015 Faculty Code of Conduct**  
<http://www.ucop.edu/academic-personnel/files/apm/apm-015.pdf>
- **UCOP Academic Personnel - Teaching and Student Relations**  
<http://www.ucop.edu/academic-personnel/programs-and-initiatives/faculty-resources-advancement/faculty-handbook-sections/appendix.html> (see menu for individual policies)

### **CALIFORNIA LAW: Information Practices Act**

**Information Practices Act of 1977** (California Civil Code, sections 1798 et seq.)

<http://www.dhcs.ca.gov/formsandpubs/laws/priv/Pages/StateInformationPracticesAct.aspx>

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| ○ Article 1. General Provisions and Legislative Findings     | 1798-1798.1      |
| ○ Article 2. Definitions                                     | 1798.3           |
| ○ Article 5. Agency Requirements                             | 1798.14-1798.23  |
| ○ Article 6. Conditions of Disclosure                        | 1798.24-1798.24b |
| ○ Article 7. Accounting of Disclosures - Breach Notification | 1798.25-1798.29  |
| ○ Article 8. Access to Records and Administrative Remedies   | 1798.30-1798.44  |
| ○ Article 9. Civil Remedies                                  | 1798.45-1798.53  |
| ○ Article 10. Penalties                                      | 1798.55-1798.57  |
| ○ Article 11. Miscellaneous Provisions                       | 1798.60-1798.69  |
| ○ Article 12. Construction with Other Laws                   | 1798.70-1798.78  |
| ○ Article 13. Breach Notification                            | 1798.80-1798.84  |

### **FEDERAL LAW: FERPA, HIPAA, Clery Act, and Title IX**

- **The U.S. Department of Education – FERPA: The Family Educational Rights and Privacy Act – Guidance for Eligible Students**  
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/for-eligible-students.pdf>
- **UCLA Registrar’s Office – Understanding FERPA**  
<http://web.registrar.ucla.edu/ferpaquiz/Documents/Understanding%20FERPA%20-%20UCLA%20Registrar's%20Office.pdf>
- **UCOP – HIPAA Administrative Requirements**  
[http://www.ucop.edu/ucophome/coordrev/policy/hipaa\\_adminregs.pdf](http://www.ucop.edu/ucophome/coordrev/policy/hipaa_adminregs.pdf)
- **The Jeanne Clery Act – Disclosure of campus security policy and campus crime statistics**  
<http://clerycenter.org/summary-jeanne-clery-act>
- **UCOP – Campus Safety and Crime Reporting: Requirements of the Clery Act**  
<http://www.ucop.edu/ethics-compliance-audit-services/compliance/clery-act/>
- **Title IX of the Education Amendments of 1972**  
<http://www.justice.gov/crt/about/cor/coord/titleix.php>
- **UCOP – Policy on Sexual Harassment**  
[http://atyourservice.ucop.edu/employees/policies\\_employee\\_labor\\_relations/sexual\\_harassment\\_policies/sh\\_policy.pdf](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/sexual_harassment_policies/sh_policy.pdf)
- **UCLA – Procedure 630.1 – Responding to Reports of Sexual Harassment -**  
<http://www.adminpolicies.ucla.edu/pdf/630-1.pdf>

### **Records Retention**

**UCOP Records Retention Schedule**

<http://recordsretention.ucop.edu/>