In compliance with the California Information Practices Act (IPA), the University is required to retain an accurate accounting of the date, nature, and purpose of each disclosure of a record containing personal information, for disclosures made pursuant to the following IPA exemptions: health and safety, subpoena, search warrant, law enforcement or regulatory agency, to obtain information necessary for University legally-required investigations, to a governmental entity when required by law, and to a person or agency where necessary for the agency to perform its legal duties.

SAMPLE ACCOUNTING OF DISCLOSURE

Date: 

Name: 

Title: 

Business address: 

(of person or agency to whom disclosure was made) 

Nature/Purpose of disclosure: 

Signature and department of University official authorizing disclosure: 

Attachments: 
Written request of party asking for disclosure
Copy of material/records which are disclosed