Date: March 8, 1993

To: Personnel Officers

From: Cathy Robinson
Director, Benefits and Compensation
Human Resources

Subject: INFORMATION PRACTICES ACT

The Information Practices Act (IPA), California Civil Code Sections 1798, et seq., requires that on March 31 of each year, each California State University (CSU) campus report record keeping systems on employee and student personal information to the Office of Information Practices, a division of the State Personnel Board, by filing an Annual Notice of Systems of Records form. During 1992, the Office of Information Practices was abolished. Public inquiries regarding the use of and access to personal information are now referred directly to each CSU campus.

Although the Office of Information Practices has been abolished, the CSU has the continuing responsibility to administer and comply with the provisions of the IPA. Staff need to be able to respond adequately to questions from the public on record keeping and procedures relating to student and employee personal information. Additionally, each campus needs to continue to maintain appropriate access, disclosure, and confidentiality of student and employee personal information.

The Office of the General Counsel is currently reviewing the IPA and if it is determined that the Annual Notice of Systems of Records forms need to be forwarded to another central state office, you will be advised. In the meantime, it is recommended that campus IPA coordinators continue to compile information required by IPA and maintain the required information in a centralized, campus system comparable to the former Office of Information Practices.

If you have any questions, please contact Elsa Swan, Senior Human Resource Specialist, at (310) 985-2655.

CR/es

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