

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.

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**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