

9-11-2014 rev.

HSA process reminder:

#### Public Records Requests

In July 2013, the Public Records Office (OPR) changed the way their office distributes and tracks departmental Public Records Request responses to Health Sciences Units. Previously, the OPR interacted directly with each Health Sciences unit to manage the lifecycle of individual unit's requests. The OPR Director would prefer that all communication flow through the HSA Executive Director's Office but Dave Anderson and I countered with and established the process below. You are best placed to understand the content and scope of your unit's records and several units have excellent best practices processes in place to manage requests.

#### *HSA Executive Director's Office*

- Receives request from OPR and fields to the appropriate HS unit Public Records point of contact and/or Unit Director
- Maintains a master log of incoming requests and unit responses
- Follows up with each unit if notified by the OPR that there is a delay or concern

#### *HS Unit*

- Upon receipt of request, interacts directly with OPR re: content and timing
  - Include PRR number on all correspondence
- Establishes staged response delivery where appropriate
- Returns responsive records directly to the OPR
  - Include completed HSA cover sheet (see sample) with records delivery
  - Include copy of original PRR notification with records delivery
- Notifies HSA (Peggy Smith) when records response is complete

Don't hesitate to contact me with questions, concerns.

Peggy

Peggy Smith  
HSA Assistant Director