



INFORMATION PRACTICES  
10920 WILSHIRE BOULEVARD, SUITE 107  
LOS ANGELES, CA 90024-6543

VIA EMAIL

December 18, 2024

Alexie Pogue  
Email: 123lexp@gmail.com

**RE: Acknowledgement of Public Records Request - PRR # 24-4612**

Dear Alexie Pogue:

This letter is to acknowledge your request under the California Public Records Act (CPRA) dated December 18, 2024, herein enclosed. Information Practices (IP) is notifying the appropriate UCLA offices of your request and will identify, review, and release all responsive documents in accordance with relevant law and University policy.

Please note that there is no central repository for all University records. Also, the identification and collection of potentially responsive records is only the first step in the CPRA response process. The collected records must be reviewed by this office to ensure that they are in fact responsive to your request and to assess whether any legal privileges or exemptions from disclosure are applicable and whether redactions may be required to protect individuals' rights to privacy. Please also bear in mind that we are concurrently fulfilling numerous other requests, many of which were received before yours, and that we generally process requests in the order in which they are received. Further, our office also processes subpoenas for records of the University, and we have a limited number of staff to process all the many records requests and subpoenas received. With that in mind, the current timeframe for fulfillment of most requests is ten weeks, although this may vary due to the nature and complexity of the request.

Please note that although Cal. Gov't Code section § 7922.535 (*formerly 6253(c)*), typically requires a public agency to make a determination within 10 days as to whether or not a request is seeking records that are publicly disclosable and to provide the estimated date that the records will be made available, all UCLA offices will be shut down for an extended holiday break as of the close of business on Friday, December 20, 2024, and will not reopen until Thursday, January 2, 2025. Consequently, the date for UCLA to respond further regarding your request will be January 2, 2025, upon return of our office and the others across UCLA.

Please also know there is no requirement for a public agency to actually *supply* the records within 10 days of receiving a request, unless the requested records are readily available. Still, UCLA prides itself on always providing all publicly disclosable records in as timely a manner as possible.

Under the CPRA, Cal. Gov't Code Section 7922.530(a) (formerly 6253(b)), UCLA may charge for reproduction costs and/or programming services. If the cost is anticipated to be greater than \$50.00 or the amount you authorized in your original request, we will contact you to confirm your continued interest in receiving the records and your agreement to pay the charges. Payment is due prior to the release of the records.

Should you have any questions, please contact me at (310) 794-8741 or via email at [records@ucla.edu](mailto:records@ucla.edu) and reference the PRR number found above in the subject line. As noted above, though, please be aware that all UCLA offices will be shut down for an extended holiday break from the close of business on December 20, 2024, and will not return until January 2, 2025, so I will not be responding during that closure.

Sincerely,

A handwritten signature in black ink, appearing to read 'Finex' followed by a stylized surname.

**Finex Ngai**

Office Coordinator, UCLA Information Practices  
(310) 794-8741 | [records@ucla.edu](mailto:records@ucla.edu)