

*CALIFORNIA PUBLIC RECORDS ACT COMPLIANCE
QUIZ*

CONTACT: _____

AGENCY: _____

EMAIL: _____

Circle the letter corresponding to the correct answer. To have us review your answers, fax or mail the completed quiz to Californians Aware (see below for fax number and mailing address). If you have any questions, please give us a call.

NOTE: If you would like to explain your answers, please do so on a separate sheet and submit them with your quiz. We will provide full credit to incorrect selections if the accompanying explanation demonstrates a reasonable argument under the law.*

1. The employment contract of an agency employee—
 - a. must always be disclosed in response to a request from the public
 - b. may never be disclosed in response to a request from the public
 - c. may be disclosable or not based on specific facts

2. The requester has the burden of justifying his or her right of access to a public record—
 - a. never
 - b. always
 - c. sometimes, depending on the circumstances

3. The payroll record of an identified non-contract employee—
 - a. must always be disclosed in response to a request from the public
 - b. may never be disclosed in response to a request from the public
 - c. may be disclosable or not based on specific facts

4. The deliberative process privilege is—
 - a. Found in the Evidence Code
 - b. Found in the California Public Records Act
 - c. A common law privilege reflecting an interest in non-disclosure that may be weighed in the balance against the public interest in disclosure

5. Access to a document can be denied if its contents are—
 - a. entirely exempt from disclosure
 - b. a dense interweaving of exempt and non-exempt information
 - c. either

6. The agency need not offer helpful practical suggestions to improve the requester's chances of getting information if it—
 - a. fully provides access to the requested documents
 - b. fully denies access to the requested documents
 - c. provides an index to the records in its possession
 - d. any of the above

7. Even if no specific exemption applies, records may be withheld by—
 - a. arguing that the public interest in non-disclosure outweighs the public interest in disclosure
 - b. demonstrating that the public interest in non-disclosure outweighs the public interest in disclosure
 - c. contending that no conceivable public interest in disclosure would be sufficient to warrant release of the records

8. The Form 700 Statement of Economic Interests—
 - a. must always be disclosed in response to a request from the public
 - b. may never be disclosed in response to a request from the public
 - c. may be disclosable or not based on specific facts

9. The exemption for drafts applies only to information that is—
 - a. not retained in the ordinary course of business
 - b. prepared to advise a decision-maker
 - c. the recommendation, opinion or conclusion of the author
 - d. all three

10. A public agency's agreement settling litigation—
 - a. must always be disclosed in response to a request from the public
 - b. may never be disclosed in response to a request from the public
 - c. may be disclosable or not based on specific facts

11. In framing a request for records, it is sufficient for the requester to express it in terms of
 - a. questions to be answered
 - b. a list to be compiled
 - c. the content of the desired documents

12. An individual's medical records—
 - a. must always be disclosed in response to a request from the public
 - b. may never be disclosed in response to a request from the public
 - c. may be disclosable or not based on specific facts

13. The personal privacy exemption applies to—
 - a. serious and credible complaints of wrongdoing by a public employee
 - b. internal investigations confirming serious complaints of wrongdoing by a public employee
 - c. the record of discipline imposed for confirmed wrongdoing by a public employee
 - d. all of the above

14. The exemption for law enforcement records applies to those documenting activity by—
- peace officers
 - code enforcement agencies
 - licensing agencies
 - all of the above
15. An agency's records of phone calls by officers and staff on official business—
- must always be disclosed in response to a request from the public
 - may never be disclosed in response to a request from the public
 - may be disclosable or not based on specific facts
16. Reporters have rights of access to records—
- inferior to those of other citizens
 - superior to those of other citizens
 - indistinguishable from those of other citizens
17. Exemptions from disclosure within the CPRA usually mean—
- the agency may not release the record
 - the agency need not release the record
 - the agency should not release the record
18. Providing a copy of a record to a member of the public with no specific right to it usually means—
- access cannot be denied to others
 - access can be denied to others only if there is an applicable exemption from disclosure
 - access can be denied to others only if they are not U.S. citizens
19. An agency's guidelines for access to information under the CPRA—
- must always be disclosed in response to a request from the public
 - may never be disclosed in response to a request from the public
 - may be disclosable or not based on specific facts
20. The exemption for privileged information refers to records—
- created by high-ranking executives
 - subject to an Evidence Code privilege
 - pertaining to the deliberative process
 - all of the above
21. An agency may tell the requester who asks for access to a record to—
- come back in 10 days
 - come back in 14 days
 - either
 - neither

22. As a requester, informing the agency of the reason for the request is—
- always required
 - sometimes required
 - never required, but sometimes helpful
23. The pending litigation exemption applies to records that—
- could lead to a lawsuit if released
 - show the amounts paid out in settlements
 - either
 - neither
24. The agency has the right to insist on knowing the requester's identity—
- never
 - always
 - only in two situations
25. The agency is permitted to charge a fee for inspecting a record reflecting—
- an amount set by statute
 - the direct cost of making a copy of the record
 - either
 - neither
26. Criminal background checks of the agency's employees—
- must always be disclosed in response to a request from the public
 - may never be disclosed in response to a request from the public
 - may be disclosable or not based on specific facts
27. A written request for access to public records is required—
- never
 - always
 - only if the requester wants a written response from the agency
28. Receipts for the agency's supplies, furnishings and staff travel—
- must always be disclosed in response to a request from the public
 - may never be disclosed in response to a request from the public
 - may be disclosable or not based on specific facts
29. If a requester identifies the desired records by their content—
- dates must also be supplied
 - document serial numbers must be supplied
 - the clarity requirement will ordinarily be satisfied
30. Statements of departmental policy in force—
- must always be disclosed in response to a request from the public
 - may never be disclosed in response to a request from the public
 - may be disclosable or not based on specific facts