March 9, 2010

Via Email and Fax
afelker@finance.ucla.edu

Aimee Felker
Records and Management and Information Practices
UCLA Corporate Financial Services
Box 951443, Ste 500 UCLA Wilshire Center
Los Angeles, CA 90095

Dear Ms. Felker:

On behalf of our client, the Association for Information Media and Equipment, we hereby submit a formal request for public records under the California Public Records Act (CPRA), Cal Gov Code § 6252 et seq. The time frame for which all the public records sought pursuant to this request is January 1, 2005 to the present.

We request copies of all public records, including records created and/or maintained by UCLA and any of its offices, repositories or libraries, including UCLA’s Office of Instructional Development, UCLA Media Lab and the UCLA Video Library and records within databases, relating to the following:

1. Any request from any member of the faculty or other employee and fulfillment of such request to make a video, DVD or other audio-video digital work (individually herein referred to as a “Motion Picture”) available to faculty and/or students via UCLA’s digital network. To clarify, we are not seeking records that involve a professor’s request to use of a physical copy of a Motion Picture for live performance in a classroom; rather, we are seeking records that involve UCLA’s taking a physical copy of the Motion Picture and, utilizing equipment, converting it into a format from which the Motion Picture may be streamed to users (faculty or students) via the UCLA digital network. To the extent such public records are available, our request incorporates records as to the following information:

   a. The title of the Motion Picture requested;

   b. The name of owner and/or distributor of the Motion Picture requested;
c. The date of the request, the name of the course in connection with which the request was made, the number of students enrolled in the course, the procedures for restricting access to the requested Motion Picture, and the pedagogical basis for which the Motion Picture was used;

d. The number of times the requested Motion Picture was streamed to a course-enrollee or other end-user; and

e. The date, start time and end time of each such streaming of a Motion Picture.

2. UCLA’s use of Video Furnace, a hardware and/or software system licensed by Hai Vision, Inc. that facilitates digital streaming over the UCLA network, including but not limited to any written agreement, email and other written document between UCLA and Hai Vision relating to Video Furnace, and any written document between UCLA and a third party regarding Video Furnace.

3. UCLA’s use of any technology or device other than Video Furnace that facilitates digital streaming over the UCLA network, including but not limited to any written agreement, email and other written document between UCLA and a third party.

In our opinion, this request for copies of public records is not subject to any of the enumerated exceptions stated in § 6252 of the CPRA, nor does the public interest in nondisclosure outweigh the public interest served by disclosure of such records. We understand that copies of records are available upon pre-payment of the copying costs (20 cents per page). Please advise us of the copying cost associated with this request and we will promptly remit such payment to facilitate your compliance with California law.

If any aspect of this request requires clarification or additional information, please advise the undersigned.

Sincerely,

[Signature]

Arnold P. Lutzker
Counsel for the Association for Information Media and Equipment