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, Cal Gov Code § 6252 et seq. The time frame for which 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. UCLA’s policies and practices of making “backup” copies of videos, DVDs or other audio-video digital works (individually herein referred to as a “Motion Picture”) purchased or otherwise obtained by the UCLA or any of its offices.

2. Any request from any member of the faculty or other employee and fulfillment of such request to make a backup copy of a Motion Picture. 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 method and format by which the copy was made; and
e. The number of times the Motion Picture was copied.

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,

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