



TO: Chief Executive Officers
Chief Information System Officers
Chief Instructional Officers
Chief Student Services Officers
Chief Business Officers

FROM: Valerie Lundy-Wagner, Vice Chancellor, Digital Innovation and Infrastructure Division,
Information, Data, Evidence and Analytics Office

RE: UPDATED: Regulation Change: Chancellor's Office Information and Data Requests

This memorandum is to provide guidance regarding the title 5, § 52012 regulation that went into effect October 20, 2022 pertaining to Chancellor's Office Information and Data Requests, noted on the Regulatory Action page, [here](#). Title 5, § 52012 requires the community college districts to respond within ten days to a written request for information or data from the California Community Colleges Chancellor's Office (Chancellor's Office), either 1) with the requested data or information or 2) with a written indication of when the request will be fulfilled and sent to the Chancellor's Office, when this regulation is expressly invoked. This regulation explicitly reflects the *Vision for Success*, which supports a commitment to data-informed decision-making, advocacy and relationship management with myriad partners including the legislature, Governor's Office as well as other state and local agencies.

The text for title 5, § 52012 is attached as a reference (Appendix A).

When the Chancellor's Office invokes this regulation, it must provide a plain statement identifying the purpose of the request, information or data requested, the method and format of the required response, any specific data or data elements, and a point of contact in the Chancellor's Office with knowledge of the request.

To facilitate effective communication about such requests, the regulation requires the community college districts designate a point of contact (POC) to receive information or data requests made pursuant to this section by the Chancellor's Office. To collect district-specific POCs, the Chancellor's Office has established a list-serve that will be managed directly by the California Community Colleges Technology Center: CO-INFODATA-REQ@listserv.cccnext.net. To get support or confirm subscription, please review information [here](#).

Please direct the appropriate district designated POC to the list-specific [subscription page](#) by January 20, 2023, if not sooner.

Regulation Change: Chancellor's Office Information and Data Requests

December 20, 2022

District staff should engage local information technology staff to ensure this list-serve is “whitelisted” and POCs are encouraged to save the list-serve in their contacts, both of which should ensure reliable and timely message delivery.

As a reminder, districts have 180 days to update local policies, procedures, or processes in order to comply with regulatory changes. This may include, but is not limited to, ensuring there is a documented policy and process for how the Chief Executive Officer (CEO) responds to these requests, who these requests will be managed by and how.

If you have any questions regarding this guidance, please contact Dr. Valerie Lundy-Wagner, Vice Chancellor (vlundywagner@cccoco.edu).

cc: Daisy Gonzales, Interim Chancellor
Lizette Navarette, Interim Deputy Chancellor
John Hetts, Executive Vice Chancellor
Marty Alvarado, Executive Vice Chancellor
David O'Brien, Vice Chancellor
Wrenna Finche, Vice Chancellor
Aisha Lowe, Vice Chancellor
Rebecca Ruan-O'Shaughnessy, Vice Chancellor
Sandra Sanchez, Vice Chancellor
Chancellor's Office Staff

Appendix:

- Appendix A: Title 5, § 52012

Appendix A: Title 5, Section 52012

§ 52012. Chancellor's Office Information and Data Requests.

To establish data analysis as an essential element of inquiry, evidence-based decision making, the integrity of data systems, and the improvement of community college services at all levels, community college districts must provide information and data to the Chancellor's Office as described in this section.

A community college district must respond within ten days to a written request for information or data received from the Chancellor which expressly invokes the requirements of this section. The Chancellor's request shall provide a plain statement identifying the information or data requested, including any specific data elements, the method and format of the required response, and a point of contact at the Chancellor's Office with knowledge of the request. If a request for information or data requires the disclosure of "student records" as defined by Education Code section 76210, the request shall specify the legal basis for sharing the information or data.

The district response may take either of the following forms:

- (1) a response providing the requested information or data in the format requested by the Chancellor; or
- (2) if the information or data is unavailable, or requires programming or compilation that will extend beyond ten days from receipt of the request, a written response indicating when the data will be transmitted to the Chancellor's Office in the exercise of reasonable diligence.

Districts shall provide the Chancellor with current contact information for a point of contact to receive information and data requests made pursuant to this section.

Note: Authority cited: Sections 70901 and 76246, Education Code. Reference: Sections 70901, 76241, 76242, and 76243, Education Code.