

FREEDOM OF INFORMATION

I. General

The University of Arkansas System is committed to compliance with the letter and the spirit of the Arkansas Freedom of Information Act (“FOIA”) (Ark. Code Ann. 25-19-101 et. seq.). The purpose of this policy is to provide guidelines for the handling of and responses to requests for public records under the FOIA by the System, campuses, divisions and units.

II. Scope

The scope of this policy shall be requests to inspect and copy public records as defined by the FOIA and as interpreted by judicial decisions and opinions of the Arkansas Attorney General and opinions of the University General Counsel, subject to exemptions under the FOIA and other applicable laws.

III. Coordination of Requests under the FOIA

- A. The President, Chancellors, and heads of divisions and other units shall designate an official to coordinate requests to inspect and copy public records under the FOIA and to assist the requestor in identifying the appropriate custodian of such records.
- B. Within ninety (90) days after the adoption of this policy, administrators to whom it is applicable shall furnish the President the official of the particular campus, division or unit who is responsible to coordinate FOIA requests and shall furnish other applicable policies and procedures of the campus, division or unit to assure that the coordinator can promptly seek and receive responsive records to a request under the FOIA.
- C. The coordinator shall keep an accurate record of all FOIA requests received, including the name and contact information of each requestor, the date on which the request is received, the date on which the records are made available or copies provided, and any other information demonstrating the compliance by the campus, division or unit with the FOIA for each request.
- D. Any University employee who receives a request for public records under the FOIA shall immediately furnish such request or a copy thereof to the coordinator of the specific campus, division or unit.