

Access to and Duplicating of University Documents

As a public institution, our university makes most of its documents available for public inspection in accordance with federal law, state law, State Board of Higher Education policy, and university guidelines. Office supervisors should ensure that they and their front-line staff are familiar with the laws and policies that pertain to information maintained in their offices.

Where the law permits, office personnel shall make information available for inspection by campus or non-campus personnel upon request, with reasonable provision for staff time to access the information requested. A log sheet shall be maintained to document any authorized inspection of any personnel file other than by those employed in the office maintaining the file.

When non-campus personnel request copies of university documents that are open to the public, the cost of these copies will be charged at the current rates. Copies will be made available with reasonable time allowed for assembly and duplication.

University personnel through the Service Department will do all copying and fee payment for the public.

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Sponsor: Vice President for Business Affairs