

I. Overview

This procedure provides a mechanism by which the University of Arkansas Community College at Batesville complies 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 handling of and responses to requests for public records under the FOIA by UACCB.

II. Practice

Any UACCB employee who receives an FOIA request for public records shall immediately furnish such requests or a copy of the request to the Chancellor and/or the Chancellor's designee. The Chancellor and/or the Chancellor's designee will review the request, coordinate efforts with the University of Arkansas System Office (as needed and/or requested), assemble requested records and respond to requests.

Records of all FOIA request received will be kept in the designee's office. Information kept will include 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 with the FOIA for each request.

III. Clarifying Points

The Chancellor and/or the Chancellor's designee will consult with the UA System legal counsel for any needed clarification.

The scope of this policy shall be requests to inspect and copy public records as defined by the FOIA and is 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.

Adopted: April 5, 2017