



Oakland University

Administrative Policies and Procedures

SUBJECT: FREEDOM OF INFORMATION ACT

NUMBER: 430

AUTHORIZING BODY: BOARD OF TRUSTEES

RESPONSIBLE OFFICE: GENERAL COUNSEL'S OFFICE

DATE ISSUED: OCTOBER 1977

LAST UPDATE: DECEMBER 2002

RATIONALE: The Board of Trustees of Oakland University has directed that the University comply with the provisions of the Michigan Freedom of Information Act (FOIA) that are applicable to the University regarding access to public records. This procedure is designed to implement the Board's directive.

POLICY:

Section 1. Freedom of Information Act Coordinator: This policy applies to all Oakland University faculty and staff, University offices and departments, and student organizations primarily supported by public funds. This policy shall be implemented in a manner consistent with other federal and state laws or regulations which may apply to certain categories of records, for example, student educational records, employee personnel records or research records. Oakland University follows those requirements of the Michigan's FOIA, Act 442 of the Public Acts of 1976, that are applicable to the University.

Section 2. Freedom of Information Act Coordinator: The President has appointed a FOIA Coordinator to establish and administer reasonable practices and procedures for acceptance, processing, and approving or denying, requests under the FOIA.

Section 3. Processing FOIA Requests: All written requests for public records received by any faculty, staff, department or student organization, whether or not designated as requests under the FOIA, shall be forwarded immediately to the FOIA Coordinator.

Section 4. Destruction of Records: Any person destroying, defacing or improperly removing a University record without authorization shall be prosecuted under the law. The unauthorized destruction, defacement or improper removal of any University record is cause for discipline,

including discharge, for University employees and is also cause for discipline or dismissal for students.

SCOPE AND APPLICABILITY:

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