




**University Senate
CHARGE**

Date:	April 21, 2010
To:	Edward Walters Chair, Campus Affairs
From:	Elise Miller-Hooks Chair, University Senate 
Subject:	Proposal to Increase Access to Public Records
Senate Document #:	09-10-47
Deadline:	December 1, 2010

The Senate Executive Committee (SEC) requests that the Campus Affairs Committee review the attached proposal entitled, "Proposal to Increase Access to Public Records" and make recommendations on whether the current policy (VI-5.00(A) UMCP GUIDELINES AND PROCEDURES GOVERNING THE INSPECTION OF PUBLIC RECORDS) should be changed.

The SEC would like the Campus Affairs Committee to review the relevant policy and comment on whether the process for submission of Freedom of Information Act (FOIA) requests should be changed. Specifically, the committee should note whether the policy should be amended to accommodate FOIA requests via email or online form submissions. In the course of your review, we ask that you compare our current process for such requests to those at our peer institutions. In addition, we request that the committee consult with the University's Legal Office before making any recommendations.

We ask that you submit your report and recommendations to the Senate Office no later than December 1, 2010. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.