



# UNIVERSITY OF MARYLAND

UNIVERSITY SENATE

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November 12, 2010

Professor Linda Mabbs  
Chair, University Senate  
1100 Marie Mount Hall  
University of Maryland  
College Park, MD 20742-7541

Dear Chair Mabbs:

The Senate Campus Affairs Committee began their work on Senate Doc #09-10-47, "Proposal to Increase Access to Public Records," at their first meeting on September 13, 2010. The committee met with Chief Council for the University of Maryland, Terry Roach to discuss the current procedures of submitting Freedom of Information Act (FOIA) requests, and whether the policy could be amended to accommodate FOIA requests via email or online form submissions. Additionally the Campus Affairs Committee has conducted research comparing our policy to those of our peer institutions.

The Campus Affairs Committee has been diligently researching and reviewing this charge, as well as compiling its findings in a report with recommendations. The original deadline set for the committee report on this charge was December 1, 2010.

We respectfully request that the Campus Affairs Committee be granted an extension for Senate Doc #09-10-47 until January 14, 2011. This new deadline will allow ample time for the Committee to finalize its research and recommendations, and complete its report.

Please let us know if you have questions or if we may be of assistance. Thank you for your consideration of this matter.

Sincerely,


Gene Ferrick  
Chair, University Senate Campus Affairs Committee

GF/gf

Cc: Reka Montfort, Executive Director, University Senate



## University Senate CHARGE

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