



**University Senate
PROPOSAL FORM**

Name:	Name
Date:	Date
Title of Proposal:	Proposal to Increase Access to Public Records
Phone Number:	301-244-8320
Email Address:	email@umd.edu
Campus Address:	Address
Unit/Department/College:	College
Constituency (faculty, staff, undergraduate, graduate):	Constituency
Description of issue/concern/policy in question:	<p>Currently, University policy prescribes that individuals must submit a Freedom of Information Act (FOIA) request via US mail. The standards for submission for many entities is changing to allow for requests to be sent via e-mail or online form, which is more convenient and efficient for the person filing the request. I believe that the University policy should be amended to accommodate FOIA requests via e-mail.</p>
Description of action/change you would like to see implemented and why:	<p>Section V, "Filing the Request" of the University's FOIA policy (http://www.president.umd.edu/policies/vi500a.html) needs to be changed to allow for e-mail requests or requests via online form to be accepted. Online submissions have many advantages including cost, speed, and convenience for the requestor.</p> <p>After speaking to the President's Chief of Staff, Sally Koblinsky, it is clear that a system must be developed to accept requests online that will finalize the request, and verifies the requestor's identity. It is my goal to reform the policy, while not bringing unreasonable burden on the University's Chief Council.</p>

Suggestions for how your proposal could be put into practice:	Many government agencies including the NTSB (http://www.nts.gov/pubmail/pubmail.asp) and the FCC (http://www.fcc.gov/foia/) have online forms that can accommodate FOIA requests, as examples. The University could implement a similar system to these agencies or simply allow e-mail requests to be accepted.
Additional Information:	None.

Please send your completed form and any supporting documents to senate-admin@umd.edu or University of Maryland Senate Office, 1100 Marie Mount Hall, College Park, MD 20742-7541. Thank you!

SAMPLE PROPOSAL