

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **FREEDOM OF INFORMATION (FOIA)**

Policy #: **7.7**

In accordance with the Arkansas Freedom of Information Act (FOIA), documents maintained by University Arkansas at Pine Bluff, with some exceptions, are considered public records, and must be made available to the public for inspection and review during regular business hours. FOIA requests must be responded to within twenty-four hours of the request during the regular business hours of University of Arkansas at Pine Bluff unless the records are in active use or storage. If a determination is made that the records are in “active use or storage” as defined by the FOIA, the requester of the records must be notified, and the request must be responded to within three business days. If copies are requested and made, University of Arkansas at Pine Bluff may charge a fee for copying which shall not exceed the actual cost for the copies. If an employee receives a FOIA request, it shall be reported to a department head who must consult the administrator designated as custodian of the records and the General Counsel for guidance and advice.

Resource(s): Arkansas Freedom of Information Act-Arkansas Code Ann. 25-19-101 et. Seq.

Approved by:

Approval date:

Custodian: