
POLICY

****FOR PRINTED USE ONLY****

W } o]] • CE •]] v Institutional Policy website are the most current versions available. If you are viewing a policy anywhere else including in printed form or embedded on other websites, it may not be the most current.

Title: Records and Documents Requests

Policy Statement

It is the policy of the University to comply promptly with requests for public records and documents, in a manner consistent with its obligations under the Vermont Public Records Act, as well as other applicable state and federal laws related to privacy and transparency.

Reason for the Policy

The purpose of the Policy is to facilitate compliance with the requirements of the Vermont Public Records Act, and attendant state and federal laws, and to provide guidance to University officials, members of the University community, and the public regarding related institutional procedures.

Applicability of the Policy

The Policy applies to all requests to the University for records and documents, regardless of the identity of the requesting party. It is designed to be interpreted in conformance with the Vermont Public Records Act, and otherwise applicable state and federal laws, which shall supersede this Policy in the event of a conflict.

Definitions

Business Day: means a day that the University of Vermont is open to provide services, which to provide a public record in

a nonstandard format.

Requesting Party: is the person who requests a copy of a University record or document.

Procedures

Initial Request Requests must be submitted to the Office of Compliance and Privacy Services in writing. The written request shall include a description reasonably adequate for the University to identify the materials requested. Acceptable forms of requests are letters, emails, or online request. Other University officials who

receive a records request sh

About this Policy

Responsible Official:	Chief Safety and Compliance Officer	Approval Authority:	President
Policy Number:	V. 3.226	Effective Date:	September 14, 2011
Revision History:	<		