

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: FREEDOM OF INFORMATION ACT

NUMBER: 430

AUTHORIZING BODY: BOARD OF TRUSTEES

RESPONSIBLE OFFICE: GENERAL COUNSEL'S OFFICE

DATE ISSUED: OCTOBER 1977

LAST UPDATE: APRIL 2017

RATIONALE: The Board of Trustees of Oakland University has directed that the University comply with the provisions of the Michigan Freedom of Information Act (FOIA), Act 442 of the Public Acts of 1976. This policy is designed to implement the Board's directive.

POLICY: Oakland University will comply with the provisions of the Michigan Freedom of Information Act (FOIA), Act 442 of the Public Acts of 1976 as may be amended from time to time.

SCOPE AND APPLICABILITY:

This policy applies to all Oakland University employees, University offices and departments.

DEFINITIONS:

Public Records: The FOIA defines a Public Record as a writing prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created. Public Record does not include computer software and some Public records may be exempt from disclosure.

PROCEDURES:

Processing FOIA Requests: The President has appointed a FOIA Coordinator to establish and administer reasonable practices and procedures for acceptance, processing, and granting or denying requests under the FOIA. All written requests for Public Records received by any employee or department, whether or not designated as a request under the FOIA, shall be forwarded immediately to the FOIA Coordinator.

[FOIA Link](#)



Destruction of Public Records: The unauthorized destruction, defacement or improper removal of any Public Record that is the subject of a FOIA request may be cause for discipline, including discharge, for University employees.

RELATED POLICIES AND FORMS:

OU AP&P #470 Release of Student Educational Records

OU AP&P #481 Record Retention and Disposal

OU AP&P #880 System Administration Responsibilities

APPENDIX: