

DEARBORN ADMINISTRATIVE GUIDE

Section: General Policies  
Subject: Freedom of Information  
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As a public institution, the University of Michigan-Dearborn is required to comply with the Michigan Freedom of Information Act (FOIA) MCLA 15.231 et seq. The purpose of FOIA is to protect the "right of the public to know how public institutions are doing public business." FOIA does not supersede individual protection of confidentiality and privacy.

All requests for official University information must be treated seriously and handled promptly. The person requesting information does not have to mention FOIA, nor does the request need to be in writing. Most requests for public information can be responded to using common sense as a guide to whether the information should be given and require no official reports of having responded to a FOIA request.

Anything written is considered a record; it doesn't matter where it is filed or whether it is labeled "confidential." Nothing can be taken out of a file after a FOIA request is received. Fear of FOIA requests should not be taken as a mandate to stop keeping records; rather knowledge of FOIA should remind us to file only information that is needed and is professionally responsible.

FOIA allows only five business days from receipt of a request to respond. If you receive a request for disclosure of extensive information where it appears to be inadvisable to provide the requested information, a formal review will be required.

The Assistant to the Vice Chancellor of Business Affairs serves as the Freedom of Information Coordinator for UM-Dearborn. The Coordinator's role is to assist the Chief Freedom of Information Officer in reviewing files and to make arrangements for the duplication and transmission of materials.

All exemptions, exceptions, and denials must be handled by the Chief Freedom of Information Officer in Ann Arbor. Visit the UM FOIA website at <http://www.umich.edu/~urel/foia.html> for information.

For further information, please contact Judy Modelski, Assistant to Vice Chancellor of Business Affairs, 313-436-9158.