



## POLICY

### **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 excludes Saturdays, Sundays, legal holidays, and administrative holidays. Standard operating hours are 8:00 am to 4:30 pm.

**Public Record:** means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired while conducting University business. The University is not required to create a public record or 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 should direct the requestor to make a written request as just described; the official must then promptly notify the Records Custodian & Compliance Coordinator of the pending request.

Within the deadlines set forth in the Vermont Public Records Act, requested records shall be produced for inspection or a copy of the records shall be provided, except that if the requested record does not exist, or is not a public record, or if the record is exempt (or partially exempt) from inspection and copying under the Vermont Public Records Act, the Records Custodian & Compliance Coordinator shall promptly so certify in writing to the requesting party.

In accordance with the Vermont Public Records Act, the University shall charge and collect costs from the requesting party in accordance with the University's [Cost Assessments under the Vermont Public Records Act Operating Procedure](#) and [Public Records Fee Schedule](#).

In the event that the request has been denied, either in whole or in part, the University shall notify, in writing, the requesting party of the right to appeal. The requesting party shall have ten (10) business days to appeal to the University President. If a denial of access is appealed to the University President, the University President shall decide the appeal within five (5) business days of receipt of such appeal. If the denial is upheld in whole or in part, the University, through the University President or their designee, shall notify the requesting party of provisions for judicial review under Vermont law.

## Contacts

<b>Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):</b>	
<b>Title(s)/Department(s):</b>	<b>Contact Information:</b>
Records Custodian & Compliance Coordinator	<a href="mailto:pr@uvm.edu">pr@uvm.edu</a> (802) 656-3086
Vice President for Legal Affairs and General Counsel	802) 656-8585

## Forms/Flowcharts/Diagrams

- None

## Related Documents/Policies

- [Cost Assessments under the Vermont Public Records Act](#)
- [FERPA Rights Disclosure Policy - Notification of Rights \(student records privacy policy\)](#)
- [Information Security Policy](#)
- [Privacy Policy](#)
- [Public Records Fee Schedule](#)
- [Records Management and Retention Policy](#)

## Regulatory References/Citations

- [Vermont Public Records Act \(Vermont Statutes, Title 1, sections 315-320\)](#)

## Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## About this Policy

<b>Responsible Official:</b>	Chief Safety and Compliance Officer	<b>Approval Authority:</b>	President
<b>Policy Number:</b>	V. 3.22.6	<b>Effective Date:</b>	September 14, 2011
<b>Revision History:</b>	<ul style="list-style-type: none"> <li>• V. 8.0.2.1 approved by the President January 29, 2004</li> <li>• V. 8.0.2.2 approved by the President as revised on December 9, 2009</li> <li>• V. 8.0.2.3 approved by the President as revised on March 3, 2010</li> <li>• V. 8.0.2.4/V. 1.10.4/ V. 3.22.4 approved by the President September 14, 2011. Responsible official officially changed from the Vice President for Legal Affairs and General Counsel to the President on October 5, 2020. Responsible official officially changed from the President to the Vice President for Operations and Public Safety (VPOPS) on April 8, 2021.</li> <li>• V. 3.22.5 approved May 11, 2021. Title of VPOPS changed to Chief Safety and Compliance Officer July 2022.</li> <li>• V. 3.22.6 approved October 3, 2022</li> </ul>		

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*University of Vermont Policies and Operating Procedures are subject to amendment. For the official, approved, and most recent version, please visit UVM's [Institutional Policies Website](#).*