



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 necessarily 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 in the course of 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:

1. The University's primary intake official for internal and external records requests is the Vice President for Operations and Public Safety. The requesting party shall provide the Vice President for Operations and Public Safety with a written request that includes a description reasonably adequate for the University to

identify the materials requested. Acceptable forms of requests are letters and emails. 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 Vice President for Operations and Public Safety of the pending request.

2. Upon request, the Vice President for Operations and Public Safety shall promptly (in accordance with deadlines set forth in the Vermont Public Records Act) produce the record for inspection or a copy of the record, 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 Vice President for Operations and Public Safety shall promptly so certify in writing to the requesting party.
3. In cases where the record or document may be of public or media interest, the Vice President for Operations and Public Safety shall offer copies of the record or document to the Office of University Communications no later than the time at which such material is furnished to the requesting party.
4. The Vermont Public Records Act authorizes public entities subject to the requirements of the Act to charge and collect from the requesting party the actual cost of providing the copy and the cost of staff time associated with complying with a request for a copy of a public record. The Vice President for Operations and Public Safety 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](#).

Appeal of Denial of Access:

The Vice President for Operations and Public Safety shall notify, in writing, the requesting party of the right to appeal to the University President any denial of access to the requested records. 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

Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):	
Title(s)/Department(s):	Contact Information:
Vice President for Operations and Public Safety (for records requests)	348 Waterman Building Phone: (802) 656-8937
Vice President for Legal Affairs and General Counsel	Phone: (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](#)

- [Privacy](#)
- [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

Responsible Official:	Vice President for Operations and Public Safety	Approval Authority:	President
Policy Number:	V. 3.22.5	Effective Date:	September 14, 2011
Revision History:	<ul style="list-style-type: none"> • V. 8.0.2.1 approved by the President January 29, 2004 • V. 8.0.2.2 approved by the President as revised on December 9, 2009 • V. 8.0.2.3 approved by the President as revised on March 3rd, 2010 • V. 8.0.2.4/V. 8.2.4 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 on April 8, 2021 • May 11, 2021 		