

OFFICE OF THE CHANCELLOR
University of New Orleans

Administrative Policy & Procedure
AP 28.03
Effective Date: 07/01/2009

SUBJECT: Public Record Requests

PURPOSE: To provide a systematic method to ensure that all requests for *Public Records* are properly managed through the Office of the University Counsel.

AUTHORITY: *Article VII, Section 4 of the Bylaws and Regulations of the Board of Supervisors of the Louisiana State University System.*

OBJECTIVE

To establish and maintain a process to ensure access to and proper management of requests for *Public Records* through the Office of the University Counsel.

DEFINITION

Subject to statutory exceptions, "Public Records" under the Louisiana Public Records Act include all books, records, writings, accounts, letters, memoranda, and papers, and all copies, duplicates, or other reproductions thereof, or any other documentary materials, regardless of physical form, including information contained in electronic data processing equipment used, prepared, possessed or retained for use in the conduct or performance of any business by or under the authority of any public body of this state. (La. R.S. 44:1(2)(a)).

GENERAL POLICY: This policy establishes procedures for handling requests for *Public Records* pursuant to La. R.S. 44:1, *et seq.* and outlines the roles and responsibilities associated with such procedures. This policy is applicable to all University employees.

PROCEDURE

Subject to statutory exceptions, *Public Records* are available for inspection and/or reproduction through the Office of the University Counsel, in accordance to the Louisiana Public Records Act (La. R.S. 44:1, *et seq.*) and Article XII, Section 3 of the Louisiana Constitution.

PUBLIC RECORDS REQUEST. Any request for *Public Records* received by a University employee, Department, College, and/or Administrative Unit must be **immediately** forwarded to Office of the University Counsel.

AVAILABILITY OF RECORDS. *Public Records* shall be available for inspection upon written request during regular office or working hours, except as provided under state and federal law. Copies of *Public Records* will be provided upon request, subject to a per page charge.

RESPONSIBILITIES

Department Chairs and Office Managers are directly responsible for the production and management of records within their offices and ensuring all public record requests are directed to Office of the University Counsel.

Vice Chancellors, Deans, and Directors have supervisory responsibility for the production and management of records within their administrative/college offices and divisions, as well ensuring all appropriate personnel direct public record requests to Office of the University Counsel.

Timothy P. Ryan
Chancellor