

MAINE COMMUNITY COLLEGE SYSTEM

GENERAL ADMINISTRATION

Section 204

SUBJECT: FREEDOM OF ACCESS ACT COMPLIANCE

PURPOSE: To establish a uniform procedure for reviewing and responding to records and meetings requests made under the Freedom of Access Act

Maine's Freedom of Access Act ("FOAA") grants a right of public access to certain records and meetings of the MCCS. FOAA and other laws also balance this right of access against certain privacy rights of MCCS students, employees and colleges.

It is important for MCCS employees who receive a FOAA request to understand what they can and cannot provide. Given the relative complexity of complying properly with FOAA requests, the MCCS president shall designate for the System Office an employee to serve as its FOAA officer. In addition, each college president shall designate for his/her college an employee to serve as its FOAA officer.

All FOAA requests received by the System office or a college shall be forwarded to that entity's officer. That officer will then review and answer the request on behalf of the entity. The MCCS general counsel shall provide written guidance and ongoing counsel to each FOAA officer to assist with proper compliance.

REFERENCES: 20-A M.R.S.A. §12706(1); 1 M.R.S.A. §401, et seq.; MCCS General Counsel Guidance

DATE ADOPTED: June 24, 2009

DATE(S) AMENDED: