

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

FREEDOM OF INFORMATION

It is the policy of Schoolcraft College that, in compliance with the Michigan Freedom of Information Act, Act No. 442, Public Acts of Michigan of 1976, as amended from time to time (herein called the "FOIA"), all persons are entitled to full and complete information regarding the affairs of the College and the official acts of those who represent them as College officials and employees, consistent with the FOIA and the guidelines and procedures to be propounded by the College pursuant to this policy, but recognizing the need to exempt from disclosure certain information in the interest of protecting the privacy of students and other individuals and in the interest of the effective administration of the College, all as permitted by the FOIA and said guidelines and procedures.

To effect this policy, the President shall:

1. Establish and disseminate guidelines and procedures for granting access, and where appropriate, denying access to the public records of the college district, as provided in the FOIA. These guidelines and procedures shall include, among other provisions:
 - a. Reasonable rules necessary to protect the public records of the College and to prevent excessive and unreasonable interference with the discharge of the College's functions; and
 - b. Schedules for the charging of fees for providing copies of public records, including costs necessitated by a search for the requested public records.
2. Designate in writing a member of the administration of the College as the "FOIA Officer," which officer shall have the responsibility, with the President and in accordance with the FOIA and the guidelines and procedures, to approve and execute grants, denials, or extensions of time in response to written requests for access to public records, pursuant to the FOIA. This FOIA officer and the President will make all finds, for and on behalf of the College, necessary for the valid grant, denial, or extension of time for responding to requests for access to information, and determine the necessity for charging fees for providing copies of public records, including costs incurred by a search for the requested public records.

Adopted—May 25, 1977 (77-118)
Reviewed—Cabinet
January 15, 1996
October 13, 1997
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Reviewed—VP and CFO
January 8, 2007
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Reviewed—VP and CFO
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