Memorandum to Presidents

Date: July 15, 1983

From: Office of the University Counsel and Vice Chancellor for Legal Affairs

Subject: Freedom of Information Law VII

To: Presidents, State-operated Campuses

At its May 25, 1983 meeting, the State University Board of Trustees amended the regulations governing public access to University records under the Freedom of Information Law (8 NYCRR Part 311). A copy of the Board resolution authorizing these amendments is attached.

The amended regulations reassign the function of the University-wide appeals officer to the Vice Chancellor for University Affairs and Development, or designee. Richard Gillman, Assistant Vice Chancellor for University Affairs, as designee of the Vice Chancellor for University Affairs and Development, will serve as the University-wide appeals officer. The amendments also reassign the function of the Central Administration Records Access Officer to the Deputy to the Chancellor for Central Administrative Services, or designee.

Two campus actions will be necessary as a result of these amendments. Since the current regulations require each campus to post a public notice of the title and business address of the local records access officer and the University-wide appeals officer as well as the location where records can be seen or copied, that notice should now be amended to list the Vice Chancellor for University Affairs and Development as the University-wide appeals officer. Similarly, when a campus records officer denies a request for access, the denial should now include notice that the Vice Chancellor for University Affairs and Development, State University of New York, State University Plaza, Albany, New York 12246 (518 - 473-1825) is the officer to whom appeals may be made.

Attachment

cc: Records Access Officers, State-operated Campuses

Copies for information only sent to:

- Presidents, Community Colleges
- Deans, Statutory Colleges
- President Coll
- Vice Provost Spencer
Resolved that sections 311.1(a) and 311.6(c) of Chapter V of Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York, adopted November 28, 1978, by Resolution 78-305, be and hereby are, amended to read as follows (brackets denote old material to be deleted; underlining denotes new material to be added):

311.1(a) The chancellor for the central administration of the university and the chief administrative officer of each State-operated institution are responsible for insuring compliance with the regulations herein. For the purposes of central administration of the university, the [Vice Chancellor for University Affairs] Deputy to the Chancellor for Central Administration Services, or designee, State University Plaza, Albany, N.Y. 12246, shall serve as records access officer. A records access officer shall be designated by the chief administrative officer of each campus. The name, title and business address of the records access officer may be obtained from the office of the chief administrative officer of each campus.

311.6(c) The following person shall hear appeals for denial of access to records under the Freedom of Information Law: [University Counsel and Vice Chancellor for Legal Affairs] Vice Chancellor for University Affairs and Development, or designee, State University of New York, State University Plaza, Albany, New York 12246. (518) [473-7591] 473-1825.