

**KENNEBEC VALLEY COMMUNITY COLLEGE
MEMORANDUM
FREEDOM OF ACCESS ACT**

As you may recall, the College has a protocol for how it manages and responds to requests for information that would fall under Maine's Freedom of Access Act (FOAA). Under that law, many records relating to the College's operations are open to public inspection, and such inspection must be provided within a short time after the request is made. However, there are also a significant number of records -- such as certain employee and student records -- that are not subject to public inspection.

In order to ensure that only public records are disclosed in a timely manner, our College has appointed a person to handle any such FOAA requests, and to work with the MCCS General Counsel in determining how they are handled. To that end, I have asked John Delile, Dean of Finance & Administration, to serve as our College's Freedom of Access Officer. Please direct any of the following to him:

1. Request for information, regardless of source, that is called a "freedom of information" or "freedom of access" request;
2. Request, regardless of what it is called, for information about a specific student, employee, student applicant or employee applicant; or for other information that you believe is, in whole or in part, confidential; and
3. Request from a person who does not work for the College or the MCCS, and with whom the College does not usually exchange or provide information (i.e., someone other than an employee or union seeking information about that employee; a student about his or her own record; or a state or federal governmental agency collecting standard data).

If in doubt, please err on the side of a quick call to John Delile to see if the request should be treated as a FOAA request. So that we may ensure that the requests are dealt with properly and in a timely manner, your attention to this subject is appreciated.

If you have any questions, or want more information about this matter, please contact me or Dean Delile.

Thank you.