

MONROE COUNTY COMMUNITY COLLEGE  
PUBLIC ACCESS TO RECORDS  
UNDER THE FREEDOM OF INFORMATION ACT POLICY

I. PURPOSE

To establish a policy for responding to requests from the general public to inspect and/or obtain copies of the records of Monroe County Community College.

II. POLICY AND PRINCIPLES

The Board of Trustees believes that, in accordance with applicable law, 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 elected officials and public employees.

This statement of policy shall be implemented as set forth herein and in compliance with state and federal statutes, including the Michigan Freedom of Information Act, Act No. 442 of the Public Acts of 1976, as amended (referred to in this policy as the "Act").

In accordance with the Act, the College will respond to requests to inspect or copy the records of the College within five working days.

Records specifically described in Section 13 of the Act may be exempt from disclosure. Such records include, but are not limited to:

--- Information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy.

--- Records or information specifically described and exempted from disclosure by statute.

Note: Such records or information include, but are not limited to, (i) minutes of closed sessions of the Board, (ii) records of student behavior or confidential communications from students, and records covered by the Confidential Research Information Act.

--- A bid or proposal by a person to enter into a contract or agreement, until the time for the public opening of bids or proposals, or if a public opening is not to be conducted, until the time for the receipt of bids or proposals has expired.

--- Appraisals of real property to be acquired by the College District until (i) an agreement is entered into; or (ii) three years has elapsed since the making of the appraisal, unless litigation relative to the acquisition has not yet terminated.

--- Test questions and answers, scoring keys, and other examination instruments or data used to administer a license, public employment, or academic examination, unless the public interest in disclosure under the Act outweighs the public interest in nondisclosure.

--- Medical, counseling, or psychological facts or evaluations concerning an individual if the individual's identity would be revealed by a disclosure of those facts or evaluation.

--- Communications and notes within a public body or between public bodies of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to a

final agency determination of policy or action. Instances where this exemption shall not apply are specifically described in Section 13(n) of the Act.

- Information or records that would disclose the social security number of any individual.
- Information the release of which would prevent the public body from complying with the Federal Family Educational Rights and Privacy Act of 1974 (the "Federal Act").

Note: FERPA gives a student and his or her parents the right to inspect the student's education records as defined in FERPA, and requires the written consent of a parent or student before personally identifiable information from a student's education records can be disclosed to the public. Personally identifiable information includes any information (name, address, social security number, etc.) that would make the student's identity easily traceable. "Directory Information" may be disclosed, however. The College considers the following student information to be Directory Information:

- name
- permanent and local address and telephone
- program
- major field
- dates of attendance
- degree received and date awarded
- honors and awards received
- participation in recognized activities
- previous schools(s) attended
- height and weight of members of athletics teams

- Information or records subject to the attorney-client privilege, the physician-patient privilege, or the psychologist-patient privilege.
- Records or information of measures to protect the security or safety of persons or property.

Cross-References\*

Procedure 6.24(a)      MCCC Public Access to Records Under the Freedom of Information Act Procedures

\*Cross-References are updated as needed and are not considered part of policy.