

**REGENTS' POLICY**  
**PART VI - BOARD OF REGENTS' POLICIES ADOPTED AS REGULATIONS**  
**Chapter 06.02 – Public Records**

**P06.02.010. Access to Public Records.**

In accordance with AS 14.40.453, AS 40.25.110 - 40.25.220, and this policy, the university will provide copies of public records upon written request and payment of the applicable fees. All disclosable public records will be made available upon compliance with the requirements of AS 40.25.110 - AS 40.25.125 and this policy. The university may not require a justification or explanation of need or intended use, but it may inquire whether the person making the request is a party, or represents a party, involved in litigation with the university. If so, the requestor shall be informed to make the request in accordance with applicable court rules.

(06-07-07)

**P06.02.020. Definition of Public Records.**

- A. In P06.02, "public records" has the meaning given in AS 40.25.220, which includes books, papers, files, accounts, writings, including drafts and memorializ memoialoomriaializ m programs.
- B. "Public records" does not include the exce but are not limited to, records required t regulation or by state law; medical and rel information compiled for law enforceme information could reasonably be expected deprive a person of a right to a fair trial unwarranted invasion of the personal priv confidential source, or endanger the life or p

records are described in general terms, the department shall attempt to communicate with the requestor in order to identify the public records requested, speed the response, and lessen the administrative burden of processing an overly broad request.

- B. If the department determines that the description of the records sought is not sufficient to allow it to identify the requested records, it shall, no later than 15 working days after



- B. A denial of a written request must be in writing; must state the reasons for the denial, including any specific legal grounds for the denial; and must be dated and signed by the department head issuing the denial. A copy of P06.02 must be enclosed with the denial. A denial of a written request, in whole or in part, must state that the requestor may administratively appeal the denial by complying with the procedures in P06.02.

(06-07-07)

**P06.02.090. Appeal of Denial of Request.**

- A. A requester whose written request has been denied, in whole or in part, may seek reconsideration of the denial by submitting a written appeal to the chancellor of the involved MAU, or to the president if a statewide administrative unit is involved.
- B. An appeal must be mailed or hand-delivered to the appropriate university office within 30 working days after the denial is issued and must include the date of denial and the name and address of the person responsible for the denial. The appeal must also identify the records to which access was denied and that are the subject of the appeal.

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- B. The chancellor or president may extend the 10-working day period for a period not to exceed 30 working days upon written request from the requester, or by sending a written notice to the requester within the 10-working day period.
- C. The chancellor or president may delegate authority and duties under this section to any full-time employee of the university not involved in the denial and not subordinate to the person responsible for the denial. The person delegated this authority may not further delegate such authority.

(04-15-04)