

FREEDOM OF INFORMATION ACT REQUESTS

The University of Guam complies with the Freedom of Information Act (FOIA) or Sunshine Reform Act of 1999, codified at 5 GCA Chapter 10. The FOIA provides that every person has the right to inspect and take a copy of any public document on Guam, *except* as otherwise expressly prohibited in law.

Not all records kept by the University are open to public inspection. 5 GCA §§10104 and 10108 list those records that are not discloseable within the government of Guam. Additionally, under §10108 (l), the following University records are not discloseable to the public: (i) all applicant records regarding admission, financial aid and/or scholarships, *except* that the names and majors/areas of concentration of Financial Aid recipients funded directly or indirectly, through repayments by prior recipients, by a fund of the government of Guam, including the University of Guam's Student Financial Assistance Program Fund shall be public information and not *covered* as private writings; (ii) closed archives of the RFK Micronesian Area Research Center, as per agreement with donor; *and* (iii) anonymity agreements regarding financial donations and other contributions made to the University only to the extent needed to protect the identity of the donor.

To make a FOIA request, a requester may email the Office of the Legal Counsel, vrenacia@uguam.uog.edu or cguerrero@uguam.uog.edu, fax at 734-2296, or mail the request to the University of Guam Executive Offices, UOG Station, Mangilao, Guam 96923. Requests made to other offices within the University will be referred to the Office of Legal Counsel.

Requests shall be answered within four (4) working days from receipt of the request. Some information contained in the records may be redacted, if exempted from disclosure by law. A requestor will be notified if the request falls within an exemption that prohibits disclosure of the requested record(s). In unusual circumstances, a request may be extended up to ten (10) calendar days, in accordance with 5 GCA §10103(e).

The University may charge the media or the general public a copying fee of up to ten cents (10¢) for the first page, and two cents (2¢) for each page thereafter. Fees shall be paid in advance for certified copies, as provided for at 5 GCA §10102. No fees shall be charged to any government of Guam department, agency, instrumentality or public corporation, so long as the documents are requested in an official capacity.

The University submits an annual report to the Attorney General of Guam covering FOIA request information for the preceding fiscal year, in accordance with 5 GCA §10107.