



Item: VI. AF: A-3

Wednesday, November 14, 2007

**SUBJECT: REQUEST APPROVAL OF PROPOSED AMENDMENTS TO REGULATIONS 1.005, PUBLIC INFORMATION AND INSPECTION OF RECORDS, AND 1.007, AGENCY CLERK.**

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**PROPOSED BOARD ACTION**

Authorize approval of the proposed amendments to University Regulations 1.005 and 1.007, and authorize the University President to amend the regulations, consistent with Legislative and Board of Governors' directives and guidelines.

**BACKGROUND INFORMATION**

Regulation 1.005 (Public Information and Inspection of Records) was last amended in November 1987 and requires amendment to conform to new administrative titles, and to work in tandem with Regulation 4.008 regarding student records.

Regulation 1.007 identifies the University Clerk. The agency clerk is the designated University official responsible for accepting legal service, maintaining final administrative action notices, compiling and producing official records for the court, and other administrative duties related to the Florida administrative and judicial appeal process. Regulation 1. was last amended in 1987. The proposed amendment transfers the duties to the senior administrator in the General Counsel's Office and updates contact information.

This information was reviewed and recommended for Board of Trustees approval at the October 24, 2007 BOT Audit and Finance Committee meeting.

**IMPLEMENTATION PLAN/DATE**

Upon approval by the Board of Trustees.

**FISCAL IMPLICATIONS**

Not Applicable.

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**Supporting Documentation:** Proposed Amendments to University Regulations 1.005, Public Information and Inspection of Records and 1.007, Agency Clerk.

**Presented by:** Dr. Kenneth Jessell **Phone:** 561-297-3266

## PROPOSED

### Florida Atlantic University

#### **Regulation 1.005**

#### **Public Information and Inspection of Records**

All records of the University are open for public access during normal office hours through the respective records custodian, except records excluded, exempted or designated as limited-access records by law or University regulation. All records that are permitted to be designated limited-access records by law are hereby designated as such. The University President is the records custodian over all University records. The President may designate co-records custodians at his/her discretion. These designees include, but are not limited to (1) the Vice President for Financial Affairs for Fiscal and Business Records; and (2) the Director of Human Resources for Personnel Records. ~~Persons qualified by law or agency rule may examine student records through the office of the Registrar and may examine personnel records through the office of the Director of Personnel. Fiscal and business records are available through the office of the Vice President for Administrative Affairs.~~ Copies of public records may be procured upon payment in advance of such costs of reproduction as may be provided by law.

*Specific Authority: Florida Board of Governors Resolution dated January 7, 2003; 1012.91, 119.07, 119.071 FS. Law Implemented 119.07, 119.01, 119.071, 1006.32, 1012.91 FS. History—New 10-1-75, Formerly 6C5-1.05, Amended 11-11-87, Formerly 6C5-1.005, Amended 11-14-07.*

# PROPOSED

## Florida Atlantic University

### **Regulation 1.007**

### **Agency Clerk**

(1) The University ~~by this rule~~ designates the senior coordinator of administrative services in the Office of the University General Counsel~~executive secretary to the President of the University~~ as the Agency Clerk.

(2) The address of the Agency Clerk is Room 333367, Administration Building, Florida Atlantic University, Boca Raton, Florida 33431. Telephone: ~~Area Code (305) 393-3450~~(561) 297-3007.

(3) Duties and responsibilities and the implementation of the duties and responsibilities of the Agency Clerk shall be such as mandated by ~~Chapter 120, Florida Statutes and other~~ applicable Florida law, regulations and rules.

*Specific Authority: Florida Board of Governors Resolution dated January 7, 2003; 120.53 FS. Law Implemented 120.52, 120.53(1)(a), 120.569 FS. History—New 5-20-80, Formerly 6C5-1.07, Amended 11-11-87. Formerly 6C5-1.007, Amended 11-14-07.*