

ARKANSAS FORESTRY COMMISSION
FREEDOM OF INFORMATION POLICY & PROCEDURE
§ 120

Policy

All required public records shall be kept and the right to inspect and copy such records shall not be denied to any citizen of Arkansas in compliance with the Arkansas Freedom of Information (FOI) Law, Arkansas Annotated Code § 25-19-101, et seq.

Definitions

- Public Records – all written, recorded sound, films, tapes or data compilations in any form required by law to be kept which constitute a performance record of official functions carried out by a public official, employee or governmental agency expending public funds.
- Covered individuals – all current and past employees and applicants.
- Custodian of Records or Custodian – administrator or manager unit office where the original file resides.

Examples of Covered Individuals Items Exempt from Disclosure and Public Inspection

- Universal identifiers – social security numbers, unlisted telephone numbers and home addresses
- Income tax records
- Medical records and reports
- Scholastic records, score, and transcripts
- Documents and records protected from Disclosure by Order or Rule of Court
- Undisclosed law enforcement investigations of suspected criminal activity
- Employee performance evaluation/performance records including preliminary notes with the following **exception**:
 - Exception: performance evaluation records shall be open to public inspection only (1) upon final administrative resolution of any suspension or termination proceeding where the records form a basis for the decision to suspend or terminate an employee, and (2) if there is a compelling public interest in disclosure.
 - All requests for employee personnel records or performance records will be referred to the AFC Personnel Manager who will respond to such requests.
- The AFC, acting as employees' agent, may provide information pertinent and incidental to employment to Workers' Compensation, Employee Benefits Division, and Arkansas Public Employees Retirement System, such as
 - social security number, and
 - home address.

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Examination and Copying of Public Records

- All public records shall be open to inspection and copy by any citizen of Arkansas during regular business hours of the Custodian.
- A written request for viewing or copying FOI records is required.
- The Custodian will determine if the record is FOI accessible. If determination cannot be made by an AFC Unit Custodian, contact the AFC Personnel Manager for assistance.
- The Custodian will notify the requestor of receipt of FOI request and if FOI accessible.
- The Custodian will notify the requesting party, within three working days, of the time and location that the record is available.
- FOI records are only available to the person that makes the request.
- The Custodian of Records is not required, unless for security reasons, to make a copy of records, but is required to make available for copying.
- Information furnished to landowners from forestry assistance from the AFC *on lands they own or control* is not covered under FOI and may be furnished to landowners such as:
 - management plans
 - timber marking tally sheets
 - fire reports
- A citizen requesting information about forestry assistance to others is an FOI request.

Disposition

- Each FOI request shall be date stamped when received.
- Enter on the FOI request, or an attachment to the request, all following information that applies:
 1. Date and time requestor notified of receipt of request.
 2. Date and time requestor may review record.
 3. Date and time record reviewed.
 4. Date and time records copied.
 5. Date and time copies mailed to requestor.
 6. Signature of Custodian verifying applicable information in 1-7 above.
 7. Maintain entire record in permanent file.

Repeal

This AFC Freedom of Information Act policy § 120 supersedes all earlier AFC § 120 policies and interpretive memoranda, which are hereby repealed.