

INTERNAL DOCUMENTS REQUEST

Purpose: The purpose of this policy is to guide Rec Sports staff in responding to requests for our internal documents (i.e. incident reports, injury reports, game sheets, control forms, sign-in rosters, etc.)

Scope: This policy applies to Recreational Sports staff, graduate assistants, student staff, and participants.

Policy

- I. REQUEST FOR DOCUMENTS
 - a. If a request is made for internal documents that are used as part of our programming and services (i.e. incident reports, injury reports, game sheets, control forms, sign-in rosters, etc.), inform your associate director and the Coordinator for Public Relations immediately.
 - b. As a general rule, Recreational Sports does not give out documents that contain other students' names, contact information, student ID numbers, etc.
 - c. Upon review by the appropriate Associate Director, Recreational Sports can provide the individual directly involved with the relevant information.
 - d. It should be noted that all other students', bystanders, Rec Sports staff information should be redacted from any documentation that is handed over to the requestor. Please consult with your associate director and/or the director prior to handing over or sending any documents.
 - e. When an official open records request is made, Recreational Sports will comply accordingly.
 - f. The Director of Recreational Sports is the primary point of contact for all open records requests.