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The Act does not differentiate between an official file and an unofficial file. Any record in the university's custody or control is accessible under The Act, official or otherwise. For example, staff should not put those hastily scribbled notes from a telephone conversation on file until they have taken the time to re-write them removing all subjective comments or unneeded quotations. Further, once they've re-written the notes into the formal file staff should promptly destroy the transitory notes (scribbles) which are no longer needed. Our tip
