



FOIA Notification Procedures

A. Contracts Requiring Notice to Parties of FOIA Requests

1. If Mason enters into a contract or agreement in which Mason agrees to notify one or more parties when Mason receives or responds to a FOIA request related to such contract or agreement, the Contract Administrator for such contract or agreement must notify the FOIA Compliance Officer in writing. Such notice must include a copy of the contract or agreement and contact information for the Contract Administrator and the department or office responsible for management or oversight of the contract. If the term of such contract or agreement is extended, the Contract Administrator must notify the FOIA Compliance Officer of the extension.
2. The FOIA Compliance Officer will keep a record of contracts or agreements that require notification upon receipt of a FOIA request.
3. If Mason receives a FOIA request related to any such contract or agreement, the FOIA Compliance Officer shall contact the Contract Administrator and inform them of such FOIA request. The FOIA Compliance Officer shall also contact the Contract Administrator and inform them of any clarifying correspondence between Mason and the FOIA requester before the University produces records responsive to the FOIA request as soon as practicable.
4. The Contract Administrator shall provide notice of any FOIA request related to such contract or agreement to the contracting party within five (5) business days of Mason's receipt of such FOIA request. Such notice shall be provided to the person or persons specified in the contract or agreement for receipt of notice. If no person is specified in the contract or agreement for receipt of notice, notice shall be provided to the party to the contract or agreement. Such notice shall be provided in the manner set forth in the contract or agreement. If no manner of notification is set forth in the contract or agreement, the Contract Administrator shall provide such notice telephonically or via electronic mail or such other reasonable method (e.g., facsimile) as may be requested by the person entitled to receive such notice.
5. The notice required by paragraph (4) shall include notification of the FOIA request as well as any clarifying correspondence between Mason and the requester. If clarifying

correspondence between Mason and the requester occurs after the date notice is provided under paragraph (4), the Contract Administrator shall provide supplemental notice to the contracting party as soon as practicable.

6. In the event that any person files judicial process concerning any FOIA request for which notice is provided under paragraph (4), the Contract Administrator shall provide telephonic or electronic mail notification of the litigation to the person or persons entitled to receive notice under paragraph (4) within seven (7) days of Mason being served with such judicial process.
7. To the extent any provision of this procedure conflicts with the provisions of any contractual or legal obligation of Mason, the terms of this procedure shall be subordinate to such contractual or legal obligations.

B. Definitions

“Contract Administrator” means, for the purposes of this policy: the Mason employee responsible for managing or overseeing a contract or agreement. In the event such no such Mason employee is identified, the Contract Administrator shall be the Vice President for the division of the University which manages such contract or agreement. (By way of example, but not limitation, the Contract Administrator for gift agreements entered into by the University is the Vice President, Advancement and Alumni Relations; the Contract Administrator for purchase contracts is the Chief Procurement Officer; and the Contract Administrator for sponsored research contracts through the Office of Sponsored Programs is the Associate Vice President of Research Services.)