

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Public Information Office.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Director of Public and Governmental Relations, Marketing and Communications may request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff the time to assemble the records and identify any records that may be exempt from disclosure.

Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes the information technology and physical location in which the records exist, practical suggestions for overcoming denial of access to the records or information, and the estimated date and time when the records will be made available.

Within ten (10) days, the Director of Public and Governmental Relations, Marketing and Communications or designee will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).

If the information requested is available in an electronic format and the requestor desires it in that format, the file(s) can be e-mailed free of charge.

If the information requested is not available in an electronic format or the requestor desires that the information be in a format other than e-mail, the following fees will be charged:

- A. There is no charge for copies totaling fewer than ten pages. For ten or more pages, the copy fee is thirty cents per page for all pages, including the first nine pages.
- B. Copied audio tapes are \$8 each.

- C. Copied microfiche are \$10 each.
- D. The transfer of gathered electronic records onto CD typically costs \$10 each.

Note: The Public Records Act presumes that all records of a public agency are public, unless specifically exempted by law. There are now well over a hundred exemptions contained in California law, although many will never apply to a community college district. (See Government Code §§6254 et seq. and 6275 et seq.)

The most common exemptions for community colleges include:

- A. Student records (Education Code §76243).
- B. Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code §6254(a))
- C. Records pertaining to pending litigation or to claims until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code §6254(b))
- D. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code §6254(c))
- E. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination (except for standardized tests provided for by Education Code §§99150 et seq.). (Government Code §6254(g).)
- F. The contents of real estate appraisals or engineering or feasibility estimates and evaluations relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code §6254(h)).
- G. Internet posting of home address or telephone numbers of local elected officials. (Government Code §6254.21)
- H. Home addresses and home telephone number of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan). (Government Code §6254.3)
- I. Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund, limited partnership, limited liability company, or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.