

Internal Board

Administrative Rules and Procedures

7020 Governing Board Records

1. The document to be requested and/or copies shall be identified;
2. The document will be copied by an employee of the Chabot-Las Positas Community College District;
3. There shall be a charge of 25 cents per page to be paid in advance of copying.
4. The copying of the document shall not interfere with nor delay the completion of any on-going duty or responsibility of the employee of the District. Copying of a document and delivery to the person requesting it may be delayed for a reasonable time to permit completion of the usual functions of the District.