

## **Internal Board**

### **B. Board of Trustees Meetings**

#### **7020 Governing Board Records \***

The approved budget, statistical compilations, reports, notices, bulletins, minutes of meetings and official communications between governmental branches are public records, and access thereto during normal hours of business may be granted to any citizen. When access to College or District records is granted, examination thereof will be made in the presence of the record custodian regularly responsible for maintenance of files.

Not included in the category of records to which the privilege of access is given are the following:

1. Personnel records
2. Student records
3. Personal correspondence
4. Internal memoranda

Copies of public records which are available for inspection by members of the public shall be provided in the Administrative Rules and Procedures.