

General Institution

AP 3300 PUBLIC RECORDS

References:

Government Code Sections 6250 et seq.

Note: This procedure is **legally required**.

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by U.S. mail or in person to the Chancellor's Office at the District. The appropriate administrator will be designated to receive the request to inspect or copy particular public records.

Any public record request shall identify with reasonable specificity the records that are sought. The request shall also include the name, mailing address, and contact information of the requester. If additional information is needed, the appropriate administrator may request it be provided in writing.

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.

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

Document copies will be made by an employee of the Chabot-Las Positas Community College District. Direct costs of duplication, including electronic programming and processing costs where applicable, shall be charged to the requesting party. Copying of the documents shall not interfere with or delay the completion of ongoing duties or responsibilities 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.

There are numerous exemptions from public records, including in Government Code Sections 6254 et seq, and 6275 et seq, the Education Code (student records, information security records) and others. 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.

Within ten days, the appropriate administrator 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).

Approved 4/4/2014
Replaces AP 7020