

**Public Records**

References: Government Code Sections 6250 et seq.

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 Vice President of Administrative Services.

Any request shall be focused, specific, and clear enough to decipher what record or records are being sought. If additional information is needed, in order to identify the records sought, the Vice President of Administrative Services may request it be provided in writing.

Public records are open to inspection during the District's office hours. Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff 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 (Government Code Sections 6254 et seq.; 6275 et seq.). Records that contain both exempt and nonexempt information will be produced in redacted form if reasonably practicable to do so, but will be withheld entirely where exempt information is inextricably intertwined with nonexempt information. Social security numbers must be redacted from records before they are disclosed to the public.

To the extent reasonable under the circumstances, members of the public shall be assisted in making a focused and effective request that reasonably describes an identifiable record or records that may be responsive to their request. Assistance that will be provided includes: identifying records and information that are responsive to the request or to the purpose of the request, if stated; describing the information technology and physical location in which the records exist; providing suggestions for overcoming any practical basis for denying access to the records sought.

Within ten (10) days, the Vice President of Administrative Services will determine whether or not the records, in whole or part, can be produced and will communicate that determination, the reasons therefore, and the estimated date and time when the record(s), if any, will be made available to the member of the public requesting the record(s). The time limit above may be extended by up to an additional fourteen (14) days when need to process requests that involve the search of voluminous records; the search of noncontiguous facilities, the use of programming and computer services to compile or extract data; or where consultation is necessary pursuant to Government Code Section 6253(c).

The most common exemptions for community colleges include:

- Student records (Education Code Section 76243)
- 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 Section 6254(a))
- Records pertaining to pending litigation ...or to claims...until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 6254(b))
- Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code Section 6254(c))
- 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 Sections 99150 et seq.]. (Government Code Section 6254(g).)
- 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 Section 6254(h)).
- Internet posting of home address or telephone numbers of local elected officials (Government Code Section 6254.21)
- Home addresses, home telephone number, cellular phone number, and date of birth 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 Section 6254.3)
- 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.
- Information security records, if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, the District's information technology system.
- Identification number, alphanumeric character, or other unique identifying code that a district uses to identify a vendor or contractor, or an affiliate of a vendor or contractor, unless the identification number, alphanumeric character, or other unique identifying code is used in a public bidding or an audit involving the public agency. (Government Code Section 6254.33)

No fee will be charged for inspection of public records. A fee of 15 cents per page will be charged to cover the direct cost of mechanically copying the records, while staff time spent copying the records will be charged at a rate of \$50.00 per hour. If programming or computer services are necessary to compile data, extract data, or construct the requested public record, a fee of \$50.00 per hour will be charged to produce the record.

(Formerly PVC Board Policies 1040 and 7270)

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