

## AP 3300 Public Records

Reference:

*Government Code Section 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 President's Office.

Any request shall identify with reasonable specificity the records that are sought. A Request for Public Records form will be required.

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.

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 days, the President's Office 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).

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 Section 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 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 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.

Revised 09/26/2007

# REQUEST FOR PUBLIC RECORDS

Imperial Valley College, 380 E. Aten Road, Imperial, CA 92251 (760) 355-6219 fax: (760) 355-6461

## President's Office

In most cases, except with respect to records that are exempt from disclosure, the President's Office staff will be able to immediately respond to requests for inspection OR be able to provide inspection on the same date of request. However, request for public records inspection and/or copying requiring staff time of 10 minutes and longer will require that a written request be submitted. If copies are required, the department has up to 10 days to provide the copies (which reasonably describes an identifiable record) or the inspection at the earliest opportunity consistent with the workload of that department's staff. In unusual cases (request is "voluminous," seeks records held off-site, or requires consultation with other agencies), the District may, upon written notice to the requesters, give itself an additional 14 days to respond (6253(c)). If records contain exempt and non-exempt material, the exempt portions may be deleted before copying (G.C. Section 6257). The Administrator of a department/division shall justify withholding any record in writing. Copies are provided at the cost of \$0.15 for each letter size copy and \$0.30 for each legal size copy. Upon receipt of this form, you will be notified of the reproduction cost.

Date Requested:	Date Required:	Name: _____ Company: _____	
Inspection: <input type="checkbox"/>	Request Approved: <input type="checkbox"/>	Mailing Address: _____	
Copying only: <input type="checkbox"/>	Request Denied: <input type="checkbox"/>	_____	
Inspection & copying: <input type="checkbox"/>	By: _____ Administrator	Phone _____	Fax _____
		Email _____	
Is this request related to litigation or pending litigation involving Imperial Valley College?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide the name(s) of the party(ies) involved: _____ _____			
Description of public record (list each document, file, or record separately): _____ _____ _____ _____ _____ _____ _____ _____			

### Office Use Only:

Date Completed:	Completed by:	Department/Division:	Total amount due: \$
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