

BOARD POLICY

3300

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

GENERAL INSTITUTION

PUBLIC RECORDS

The District recognizes the right of citizens to have access to public records and intends to provide any person or organization reasonable access to the public records of the District, upon request, during normal business hours and within the requirements of the law.

The Chancellor shall establish regulations for records management, including access by the public that comply with the requirements of the California Public Records Act.

Public access shall not be given to records exempt from public disclosure under the California Public Records Act or which are designated as confidential, private, or privileged under other state or federal law.

The District may charge the direct cost of duplication for paper copies and scanned electronic copies, including PDF versions of responsive records, as permitted by law. The charge shall be based on actual costs of duplication, as determined by the Chancellor or designee and as specified in Administrative Regulation 3300 – *Public Records*.

To maintain the security and integrity of District records, members of the public granted access to inspect records shall examine records in the presence of a District employee.

Reference:

Government Code Section 7920.000 et seq.

Adopted:	07-28-08	Revised:	10-25-21
Revised:	12-17-12	Revised:	10-26-26
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