



Reference: Government Code Sections 6250 et seq.

Members of the public may request to inspect or be provided a copy of public records. A request by a member of the public may be delivered by postal mail, electronic mail, or in person to the District Chancellor's Office.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Chancellor's Office may request it be provided in writing.

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.

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.

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 Chancellor'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 District reserves the right to collect payment of fees covering direct costs of duplication.