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|------------------|-------------------------------------|-------------------------------|-------------------------------------|
| Policy Change    | <input checked="" type="checkbox"/> | Subject Matter Area Review    | <input checked="" type="checkbox"/> |
| Procedure Change | <input checked="" type="checkbox"/> | Constituency Group Review     | <input checked="" type="checkbox"/> |
| New Policy       | <input type="checkbox"/>            | District Council              | <input type="checkbox"/>            |
| New Procedure    | <input type="checkbox"/>            | Board 1 <sup>st</sup> Reading | <input type="checkbox"/>            |
|                  |                                     | Board 2 <sup>nd</sup> Reading | <input type="checkbox"/>            |

**KEY:**  
**BOLD=** new language  
~~strikethrough=~~ delete language

Comments:

Referred to:

Edited:  
8/17/16

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Yosemite Community College District Policies and Administrative Procedures

No. 3300

**Policy**

**3300 Public Records**

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

**References:**

Government Code Sections [6250](#), et seq.

**Adopted:** June 28, 2004

**Revision Adopted:** February 11, 2009, April 10, 2013

**Last Reviewed:**

## Administrative Procedure

### 3300 Public Records

#### I. Public Records Requests

- A. 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 District Office of the Chancellor.** Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Chancellor's Office may **require the request to it** be provided in writing.
- B. 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.
- C. 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.
- D. Within 10 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).
- E. The most common exemptions **of public records requests** for community colleges include:
  1. Student records (Education Code Section [76243](#))
  2. 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\(a\)](#))
  3. 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\(b\)](#))
  4. Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy. (Government Code Section [6254\(c\)](#))
  5. 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\(g\)](#).)
  6. 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

1 construction contracts, until all of the property has been acquired or all of the contract  
2 agreement obtained. (Government Code Section [6254\(h\)](#));

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4 7. Internet posting of home address or telephone numbers of local elected officials.  
5 (Government Code Section [6254.21](#))

6  
7 8. Home addresses and home telephone number of employees of a school District or county  
8 office of education (other than to an agent or family member of the employee, to an officer  
9 of another school District when necessary, to an employee organization, or to an agency or  
10 employee of a health benefit plan); (Government Code Section [6254.3](#))

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12 9. Records regarding alternative investments (i.e. an investment in a private equity fund,  
13 venture fund, hedge fund, or absolute return fund; limited partnership, limited liability  
14 company or similar legal structure) involving public investment funds, unless already publicly  
15 released by the keeper of the information.

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17 **10. Information security records, if disclosure of that record would reveal vulnerabilities to, or**  
18 **otherwise increase the potential for an attack on, the District's information technology**  
19 **system.**

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21 II. The following Procedures are applicable to all requests made under the California Public Records Act.

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23 A. All requests for records should be made in writing and addressed or faxed to the District Office of  
24 the Chancellor.

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26 B. The District will provide a response to all requests within 10 days. If disclosable public records  
27 exist, the response will indicate the nature, volume and copying cost of the records.

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29 C. Copies of records will be available for review or purchased at the District's Office of Public Affairs,  
30 located at 2201 Blue Gum Avenue, Modesto, CA 95358. Payment in the form of a money order  
31 or personal check made out to the District in the correct total amount must be included with all  
32 requests for copies. If the documents are to be mailed, the payment should include the amount  
33 of postage estimated by the District.

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35 D. Copies generally will be made within three (3) business days after payment is received. The use  
36 of outside copy services may be required in certain circumstances.

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38 E. Requests and prepayment for audio and video tapes or DVD/CDs of Board of Trustees meetings  
39 (\$5 each) may be made directly to the District's Office of Public Affairs. Reproduction of audio or  
40 video materials may require two weeks or more.

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42 F. Copies will be available for pick-up at the Office of Public Affairs or mailed, if so requested.

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44 G. In some instances, requests may be referred by the District to legal counsel. Such requests will  
45 be responded to by mail within the applicable time period. The remaining procedures shall apply  
46 to these requests.

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48 III. Fee Schedule for Copying District Documents

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Photocopying (per page)	\$0.10
Audiotape duplication (per tape)	\$5.00
CD/DVD/Videotape duplication (per disc/tape)	\$5.00

- A. Applicable postage fees will be added to each request.
- B. Payment shall be by check or money order, payable to Yosemite Community College District, and must be received by the District prior to release of any duplicated materials. Cash payments will not be accepted.
- C. Fees may change and/or be waived, without notice, with approval from the Chancellor’s Office.

**References:**

Government Code Sections [6250 et seq.](#)

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**Procedure Last Revised:** January 14, 2009, March 13, 2013, April 10, 2013

**Last Reviewed:**