



## **Guidelines for Access to Public Records of the Board of Governors of the California Community Colleges and California Community Colleges Chancellor's Office**

Public records of the Board of Governors and the Chancellor's Office are maintained by the Chancellor's Office, and those not exempt from disclosure will be made available for inspection by members of the public pursuant to the following procedures.

Please note that the Chancellor's Office does not maintain or control the records of individual community college districts or the community colleges under each district's jurisdiction. The Chancellor's Office is a state agency and community college districts are local governmental agencies. If you wish to request records from a community college or community college district, you may find listings for community colleges and community college districts at:

<http://californiacommunitycolleges.cccco.edu/Districts.aspx>

Please also note that the Chancellor's Office provides documents and data concerning community college districts online, and you may wish to review the Chancellor's Office website at <http://www.cccco.edu/>. The divisions within the Chancellor's Office also have documents and data online. Divisions and the units within our divisions are listed and linked on the following web page: <http://extranet.cccco.edu/Divisions.aspx>

### **GUIDELINES**

**Direct Your Request to the Public Records Coordinator.** The Department has designated a Public Records Coordinator to facilitate its response to public records requests. If you direct your request to the Public Records Coordinator, it will make it easier for us to track and process your request which will result in your receiving a more prompt response. The Coordinator may be reached by telephone at (916) 445-4826, electronically at [legalaffairs@cccoco.edu](mailto:legalaffairs@cccoco.edu), and by U.S. mail at:

Public Records Act Coordinator  
Legal Affairs Division  
Chancellor's Office  
California Community Colleges  
1102 Q Street, 4th Floor  
Sacramento, CA 95811-6549

The Public Records Act Coordinator in the Legal Affairs Division will work with the division(s) or unit(s) in the Chancellor's Office which created and has ownership responsibility for the desired records.

**Written Requests Encouraged.** The Chancellor's Office encourages, but does not require, requests for records to be made in writing unless the request involves records which are maintained by the Chancellor's Office online for the purpose of immediate public inspection. When requests are made orally, the Chancellor's Office may confirm the request in writing to ensure it has correctly understood the request. The request should sufficiently describe the records so that identification, location and retrieval of the records can be achieved by Chancellor's Office personnel.

**Records Defined.** "Records" include any writing owned, used or maintained by the Chancellor's Office in the conduct of its official business. Writings include information recorded or stored on paper, computers, email, or audio or visual tapes.

**Identifying Records.** In order to help the Chancellor's Office provide records promptly, requesters should provide specific information about the records they seek. When a record cannot be identified by name, the requester should attempt to be as specific as possible in describing the record, based on its content. If known, requesters should indicate the office, division, or section of the Chancellor's Office that created and maintains the records.

When a request is not sufficiently specific, agency staff will attempt to help the requester to identify the information, describe how the records are maintained or their physical location, and provide suggestions on how to overcome practical barriers to disclosure.

**Inspection of Public Records.** Public records maintained by the Chancellor's Office shall be available for inspection during the agency's regular business hours. Members of the public are not required to give notice in order to inspect public records at the Chancellor's Office during normal working hours. However, if the requestor requires the retrieval, review or redaction of records, a mutually agreeable time should be established for inspection of the records. The operational functions of the Chancellor's Office will not be suspended to permit inspection of records during periods in which such records are reasonably required by Chancellor's Office personnel in the performance of their duties.

Requests for some records may take more time because the records must be located, reviewed for exempt information and copied. The agency makes numerous publications and records freely available on its web site: [www.cccco.edu](http://www.cccco.edu) and

<http://datamart.cccco.edu/>. Persons inspecting Chancellor's Office records shall not destroy, mutilate, deface, alter, or remove any such records from the Chancellor's Office. The Chancellor's Office reserves the right to have Chancellor's Office personnel present during the inspection of records in order to prevent the loss or destruction of records.

**Processing Requests for Copies of Records.** When a copy of a record is requested, and the record cannot be produced immediately, the Chancellor's Office will determine within 10 days after receipt of the request, whether to comply with the request, and shall promptly inform the requester of its decision and the reasons for the decision. The initial 10-day period may be extended for up to an additional 14 days if the agency needs to:

- a. Communicate with field offices.
- b. Inspect voluminous records.
- c. Consult with other divisions or agencies.
- d. Construct a computer report to extract data.

Whenever possible, the Chancellor's Office will provide records at the time the determination is made to disclose them. If immediate disclosure is not possible, the Chancellor's Office will provide an estimated date when the records will be available, and will provide the records within a reasonable period of time.

**Copying Fees.** The Chancellor's Office may charge the direct cost of duplication when it provides copies of records to the public (15 cents per page). The direct cost of duplication includes shipping costs and the pro rata expense of the duplicating equipment and the staff (salary/benefits) required to make a copy of the record. Direct cost of duplication does not include the staff person's time in researching, retrieving, redacting and mailing the record. When the agency must compile electronic data, extract information from an electronic record, or undertake computer programming to satisfy a request, the agency may require the requester to bear the full costs, not just the direct cost of duplication.

**Exemptions.** The Chancellor's Office will provide access to all public records upon request unless the law provides an exemption from mandatory disclosure. Examples of records exempt from mandatory disclosure under the California Public Records Act include: certain personnel records, investigative records, drafts, confidential legal advice, attorney-client communications, records prepared in connection with litigation, and information that may be kept confidential pursuant to other state or federal statutes. In most circumstances, when the agency removes or redacts exempt information from the record, it will disclose the remainder of the record.

**Identification of Requesters.** Chancellor's Office personnel shall not demand that persons requesting to inspect records provide their identification, or the reasons for wanting to inspect records. However, if records are to be picked up or mailed to a requester, relevant identifying information must be provided.

#### **RELEVANT STATUTES**

California Constitution, article I, section 3, subdivision (b) and the California Public Records Act (Government Code Sections 6250-6276.48) govern access to public records of California state and local government agencies.

#### **ADDITIONAL INFORMATION**

For more information about open government and public records access, or to access publications or information of the Chancellor's Office, visit our website at [www.cccco.edu](http://www.cccco.edu).