



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

Records of the Board of Governors and the Chancellor's Office (Chancellor's Office) are maintained by the Chancellor's Office, and will be made available for inspection by members of the public pursuant to the following procedures:

1. Public records maintained by the Chancellor's Office shall be available for inspection during the regular business hours of the agency.

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

<http://www.cccco.edu/CommunityColleges/CommunityCollegeListings/tabid/949/Default.aspx>. You may also find college district listings at:  
<http://www.foundationccc.org/Directories/tabid/156/Default.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 provided documents and data online. Divisions and the units within our divisions are listed and linked on the following web page:

<http://www.cccco.edu/ChancellorsOffice/Divisions/tabid/193/Default.aspx>

2. Requests for inspection or copying of public records:
  - Should be specific, focused and not interfere with the ordinary business operations of the Chancellor's Office. Where a request is not specific and focused, Chancellor's Office staff will assist the requester to identify the requested information, describe the technology or physical location of the record, and provide suggestions of how to overcome practical barriers to disclosure. 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. If the request requires review of

numerous records, a mutually agreeable time should be established for the inspection of the records.

- Should be directed to the Chancellor's Office Public Records Act Coordinator in the Legal Affairs Division who will work with the division or unit in the Chancellor's Office which created and has ownership responsibility for the desired records.
  - Should sufficiently describe the records so that identification, location and retrieval of the records can be achieved by Chancellor's Office personnel.
  - **Are encouraged 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.
3. The Chancellor's Office may refuse to disclose any records which are exempt from disclosure under the California Public Records Act. (See e.g., Gov. Code, § 6254.)
  4. Physical inspection of the records shall be permitted within the Chancellor's Office and under the conditions determined by the Chancellor's Office. Upon either the completion of the inspection or the oral request of Chancellor's Office personnel, the person conducting the inspection shall relinquish physical possession of the records. 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.
  5. Upon a request for a copy of records, other than records the Chancellor's Office has determined to be exempt from disclosure under the Public Records Act, Chancellor's Office personnel shall provide copies of the records to any person upon payment of a fee (10 cents per page) covering the direct costs of duplication. If the records are sufficiently voluminous, the requester may be asked to retain the services of an on-site microfilm or PDF copy service.
  6. A copy of these guidelines will be posted in a conspicuous public place in the Chancellor's Office, and a copy thereof will be made available free of charge to any person requesting such copy.
  7. Written requests should be addressed to:

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