

Sierra College

ADMINISTRATIVE PROCEDURE

AP 3300

Public Records

Date Adopted:	6/12/1989
Date Revised:	11/1/2024
Date Reviewed:	4/1/2022
References:	Government Code Sections 7920.000 et seq.

Members of the public may request to inspect or be provided copies of public records. A request by a member of the public may be delivered by mail or in person to the office of the Superintendent/President. Requests for copies of records shall be accompanied by payment of a fee based upon the fee schedule in effect at the time the request is made.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Superintendent/President may ask that the request be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff reasonable time to assemble the records and identify any records that may be exempt from disclosure.

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 Superintendent/President will determine whether the records can be produced and will communicate the determination to the member of the public requesting the records.

If copies of records are requested, exact copies shall be provided unless it is impractical to do so. Computer data and other records which are not in written form shall be provided in a form determined by the Superintendent/President. Recordings may be made available or reproduced provided that the requestor reimburses the District for the service.

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. The most common exemptions from the Public Records Act for community colleges include the following:

- Student records. (Education Code Section 76243)
- 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 7927.500)
- Records pertaining to pending litigation ...or to claims...until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 7927.200)
- Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy. (Government Code Section 7927.700)
- 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 7929.605)
- 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 construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 7928.705)
- Internet posting of home address or telephone numbers of local elected officials. (Government Code Section 7928.205)
- Home addresses, home telephone number, cellular phone number, and date of birth of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan). (Government Code Section 7928.300)
- Personal email addresses (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan) unless the email address is used by the employee to conduct public business, or necessary to identify a person in an otherwise disclosable communication. (Government Code Section 7928.300)
- Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.
- Information security records, if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, the District's information technology system.

- Identification number, alphanumeric character, or other unique identifying code that a district uses to identify a vendor or contractor, or an affiliate of a vendor or contractor, unless the identification number, alphanumeric character, or other unique identifying code is used in a public bidding or an audit involving the public agency. (Government Code Section 7928.715)

See Board Policy 3300.