

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Director of Public and Governmental Relations, Marketing and Communications 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 the time to assemble the records and identify any records that may be exempt from disclosure.

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 (10) days, the Director of Public and Governmental Relations, Marketing and Communications or designee 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).

If the information requested is available in an electronic format and the requestor desires it in that format, the file(s) can be e-mailed free of charge.

- C. Copied microfiche are \$10 each.
- D. The transfer of gathered electronic records onto CD typically costs \$10 each.

Note: The Public Records Act presumes that all records of a public agency are public, unless specifically exempted by law. There are now well over a hundred exemptions contained in California law, although many will never apply to a community college district. (See Government Code §§6254 et seq. and 6275 et seq.)

The most common exemptions for community colleges include:

- A. Student records (Education Code §76243).
- B. 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.

Public Records Act (PRA) § 6254 (b)(1) - 6254 (b)(7) - 6254 (b)(8) - 6254 (b)(9) - 6254 (b)(10) - 6254 (b)(11) - 6254 (b)(12) - 6254 (b)(13) - 6254 (b)(14) - 6254 (b)(15) - 6254 (b)(16) - 6254 (b)(17) - 6254 (b)(18) - 6254 (b)(19) - 6254 (b)(20) - 6254 (b)(21) - 6254 (b)(22) - 6254 (b)(23) - 6254 (b)(24) - 6254 (b)(25) - 6254 (b)(26) - 6254 (b)(27) - 6254 (b)(28) - 6254 (b)(29) - 6254 (b)(30) - 6254 (b)(31) - 6254 (b)(32) - 6254 (b)(33) - 6254 (b)(34) - 6254 (b)(35) - 6254 (b)(36) - 6254 (b)(37) - 6254 (b)(38) - 6254 (b)(39) - 6254 (b)(40) - 6254 (b)(41) - 6254 (b)(42) - 6254 (b)(43) - 6254 (b)(44) - 6254 (b)(45) - 6254 (b)(46) - 6254 (b)(47) - 6254 (b)(48) - 6254 (b)(49) - 6254 (b)(50) - 6254 (b)(51) - 6254 (b)(52) - 6254 (b)(53) - 6254 (b)(54) - 6254 (b)(55) - 6254 (b)(56) - 6254 (b)(57) - 6254 (b)(58) - 6254 (b)(59) - 6254 (b)(60) - 6254 (b)(61) - 6254 (b)(62) - 6254 (b)(63) - 6254 (b)(64) - 6254 (b)(65) - 6254 (b)(66) - 6254 (b)(67) - 6254 (b)(68) - 6254 (b)(69) - 6254 (b)(70) - 6254 (b)(71) - 6254 (b)(72) - 6254 (b)(73) - 6254 (b)(74) - 6254 (b)(75) - 6254 (b)(76) - 6254 (b)(77) - 6254 (b)(78) - 6254 (b)(79) - 6254 (b)(80) - 6254 (b)(81) - 6254 (b)(82) - 6254 (b)(83) - 6254 (b)(84) - 6254 (b)(85) - 6254 (b)(86) - 6254 (b)(87) - 6254 (b)(88) - 6254 (b)(89) - 6254 (b)(90) - 6254 (b)(91) - 6254 (b)(92) - 6254 (b)(93) - 6254 (b)(94) - 6254 (b)(95) - 6254 (b)(96) - 6254 (b)(97) - 6254 (b)(98) - 6254 (b)(99) - 6254 (b)(100)