

## PUBLIC RECORDS

The South Orange County Community College District (SOCCCD) recognizes the right of citizens to have access to public records. SOCCCD intends to provide any person or organization reasonable access to the public records of the SOCCCD, upon request, during normal business hours and within the requirements of the law.

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

Public access shall not be given to records exempt from public disclosure under the California Public Records Act or which are designated as confidential, private, or privileged under other state or federal law.

SOCCCD may charge for copies of public records or other materials requested by individuals or groups, in accordance with law. The charge shall be based on actual costs of duplication, as determined by the chancellor or designee and as specified in regulations.

To maintain the security and integrity of SOCCCD records, members of the public granted access to inspect records shall examine records in the presence of a SOCCCD employee.

*Reference:*

*Government Code Section 6250, et seq.*