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**Board Policy**  
Chapter 3 – General Institution

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**BP 3300 PUBLIC RECORDS**

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

Records Management

The Superintendent/President shall ensure that the District maintains a records management program for the appropriate retention and destruction of all District records, including but not limited to student records, employment records, and financial records, that comply with Title 5 and other relevant laws.

District Records

Records of the District shall be accessible to the public during normal hours of business. When access to District records is granted, examination thereof will be made in the presence of the record custodian regularly responsible for maintenance of files or designee.

If requested, copies of records of the District shall be provided at a reasonable cost per copy to be paid in advance at a rate determined by the District.

If requested, records of the District shall be provided in appropriate alternative formats at a reasonable rate as determined by the District so as to be accessible to persons with a disability.

Not included in the category of records to which the privilege of access is given are the following:

1. Personnel records
2. Student records
3. Personal correspondence
4. Records exempt from public disclosure under the California Public Records Act such as those pertaining to pending litigation and closed sessions.

Also see AR 3300 Public Records and BP/AR 3310 Records Retention and Destruction.

**References:** Government Code Sections 6250 et seq. (California Public Records Act)

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*(Replaces former BP 2170 and BP 2175)*

Adopted: May 1, 2000 (for BP 2175) and November 15, 2004 (for BP 2170)

Revised: November 15, 2004 (for BP 2175)

Revised: June 5, 2018