

College Procedure: 704.1 – Examination of Public Records

Policy Reference: 704 – Examination of Public Records
Responsible Department: Information Technologies
Approval Authority: Cabinet
Procedure Owner: Vice President, Information Technologies
Effective Date: 04/07/2023

Version Number: 1
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

The purpose of this procedure is to implement the Board Policy 704 Examination of Public Records.

The Procedure

The Freedom of Information Officer shall act as the custodian of public records of the College. It is the responsibility of the Freedom of Information Officer to respond in a timely manner to requests for viewing and receiving public records of the College.

The examination and copying of public records shall be done under the supervision of the custodian or the custodian's authorized designee. Public records of the College may be examined during the regular business hours of the administration offices of the College. These hours are 8:00 a.m. through 5:00 p.m. Monday through Friday, except for holidays and recesses. Persons wishing to examine the College's public records should contact the Freedom of Information Officer and make arrangements. The Freedom of Information Officer will make arrangements for examination of the records as soon as reasonably practicable, depending on the nature of the request.

Some public records are confidential under the law. Where the status of a record as confidential cannot be readily ascertained, the Freedom of Information Officer shall seek legal advice before allowing or refusing examination of a record.

The custodian is authorized to charge a reasonable fee for supervising the examination and copying of the records. The custodian shall provide any person a reasonable number of copies of any public record upon payment of the fee. The fee for copying services as determined by the custodian shall not exceed actual cost of providing the service. Actual cost shall include those expenses attributable to supervising the examination of and making and providing copies of the public records. For requests for copies of public records, including requests received by telephone, in writing and/or electronically, the College will require pre-payment of the costs prior to copying, mailing, or submitting them electronically.

Fee Schedule:

- Custom Data Pull \$50 per hour
- Processing \$20 per hour on any request exceeding 1 hour
- Secure transmission for any electronic request \$20 per hour
- Actual cost for mailing of paper copy
- \$.25 cents/page for paper copies exceeding 20 pages

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	02/09/2023	Cabinet	New procedure