

## Antelope Valley Community College District Public Guidelines for Access to Public Records

Antelope Valley College has established the following guidelines to ensure that members of the public fully understand and are afforded the opportunity to exercise their right to inspect and/or obtain copies of public records of the district that are not exempt from disclosure pursuant to the following procedures. *Antelope Valley College policy is set forth in [Administrative Policy 3300](#), revised 10/10/11*

### GUIDELINES

**Direct Your Request to the Marketing & Public Information Department.** The District has designated the Marketing & Public Information Department as the first point of contact for public records requests. By directing your request to the Marketing & Public Information Department, it will make it easier for us to track and process your request which will result in your receiving a prompter response. The office may be reached by telephone at (661) 722-6300 Ext. 6312, fax at (661) 722-6333, by email at [inforequest@avc.edu](mailto:inforequest@avc.edu) and by U.S. mail at:

Public Records Request  
Marketing & Public Information Department  
Antelope Valley College  
3041 West Avenue K  
Lancaster, CA 93536

The District personnel staff will work with the department or division in the college that created and has ownership responsibility for the desired records.

**Written Requests Encouraged.** The district encourages, but does not require, requests for records to be made in writing. If requests are made orally, the District may confirm the request in writing to ensure it has correctly understood the request. The request should sufficiently describe the records so that identification, location and retrieval of the records can be achieved by office personnel.

Download the AVC Public Records Request form **HERE** and submit by email.

**Identification of Requesters.** District personnel shall not demand that persons requesting to inspect records provide their identification, or the reasons for wanting to inspect records. However, if records are to be picked up or mailed to a requester, relevant identifying information must be provided.

**Public Records Defined.** “Public Records” include any writing prepared, owned, used or



maintained by the District in the conduct of its official business. "Writings" mean any handwritten, typewriting, printing, photographing, transmitting by email or fax, and every other means of recording thereby created, regardless of the manner in which the record has been stored.

**Identifying Records.** In order to help the District provide records promptly, requesters should provide specific information about the records they seek. When a record cannot be identified by name, the requester should attempt to be as specific as possible in describing the record, based on its content. If known, requesters should indicate the office, department, or division that created and maintains the records. In order to assist a member of the public to make a focused and effective request that reasonably describes an identifiable record, the District will:

1. Assist the member of the public to identify records and information that are responsive to the request or to the purpose of the request.
2. Describe the information technology and physical location in which the records exist.
3. Provide suggestions for overcoming any practical basis for denying access to the records sought.

The requirements to assist the public are deemed to be satisfied if the District is unable to identify the requested information after making a reasonable effort to elicit additional clarifying information from the requester that will help identify the records.

**Inspection of Public Records.** Public records maintained by the District shall be available for inspection during the agency's regular business hours. Members of the public are not required to give notice in order to inspect public records at the District during normal working hours. However, if the requester requires the retrieval, review or redaction of records, a mutually agreeable time should be established for inspection of the records. The operational functions of the District will not be suspended to permit inspection of records during periods in which such records are reasonably required by District personnel in the performance of their duties.

Requests for some records may take more time because the records must be located, reviewed for exempt information and copied. Persons inspecting District records shall not destroy, mutilate, deface, alter, or remove any such records from the District. The District reserves the right to have District personnel present during the inspection of records in order to prevent the loss or destruction of records.

**Processing Requests for Copies of Records.** When a copy of a record is requested, and the record cannot be produced immediately, the District will determine within 10 days after receipt of the request, whether to it has disclosable documents in its possession responsive to the request. The District will notify the requester as to the records it can provide, the estimated date the records will be made available and any fees associated with receiving



copies.

The initial 10-day period may be extended for up to an additional 14 days if the agency needs to:

- a. Communicate with numerous offices and field facilities that are separate from the office processing the request.
- b. The need to search for, collect, and appropriately inspect voluminous records.
- c. The need for consultation with another agency having substantial interest in the determination of the request.
- d. Construct a computer report to extract data.

**Copying Fees.** The District may charge the direct cost of duplication when it provides copies of records to the public (**15 cents per page**). The direct cost of duplication includes shipping costs and the pro rata expense of the duplicating equipment and the staff (salary/benefits) required to make a copy of the record. Direct cost of duplication does not include the staff person's time in researching, retrieving, redacting and mailing the record.

When the District must compile electronic data, extract information from an electronic record, or undertake computer programming to satisfy a request, the District may require the requester to bear the full costs, not just the direct cost of duplication. An hourly rate covering the salary of the employees required to construct a record, may be charged.

**Redaction.** Whether or not redaction is required depends on the nature of the records and/or information (e.g., privileged and/or legal exempt information, information regarding identifiable student(s), personnel records). Redaction is dealt with on a case-by-case basis. The District must set forth its reasoning to redact such records.

**Exemptions.** The District will provide access to all public records upon request unless the law provides an exemption from mandatory disclosure. Examples of records exempt from mandatory disclosure under the California Public Records Act include: certain personnel records, investigative records, preliminary drafts, notes, confidential legal advice, attorney-client communications, records prepared in connection with litigation, and information that may be kept confidential pursuant to other state or federal statutes. In most circumstances, when the agency removes or redacts exempt information from the record, it will disclose the remainder of the record.

### **RELEVANT STATUTES**

California Constitution, article I, section 3, subdivision (b) and the California Public Records Act (Government Code Sections 6250-6276.48) govern access to public records of California state and local government agencies. *Antelope Valley College policy is set forth in [Administrative Policy 3300](#), revised 10/10/11*

