

**CHAPTER 2: Administration and General Institution  
BOARD POLICY NO. 2.40 (BP 3300)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** BP 2.40 Public Records  
**Revision Date:** 3/12  
**Policy References:** Government Code Sections 6250, et seq., 6253, 6253.9

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1. Public records that are subject to inspection under the Public Records Act are made available for inspection by the public during the regular office hours of the District Office and Colleges.
2. Requests for inspection or copying of public records shall be directed to the Executive Assistant to the Board.
3. If the request is to inspect documents rather than to receive copies of documents, the Executive Assistant to the Board will arrange with the requestor an appointment for a future date to allow District staff to gather the documents and review them for compliance with the provisions of the Public Records Act.
4. Upon proper request for inspection or copying of public records, the District shall, within 10 days, notify the requestor whether there are documents that are responsive to the request and/or exempt from disclosure under the Public Records Act and when records can be made available.
5. A copying fee shall be levied for each copy of a page of a public record requested by members of the public. Requests for information regarding copying fees shall be directed to the Executive Assistant to the Board.
6. If the District has an identifiable public record in an electronic format, the requestor may request either the electronic record or a printed copy of the record. The requestor shall bear the cost of producing a copy of the record, including the cost to construct a record, and the cost of programming and computer services necessary to produce a copy of the record when either of the following applies:
  - a. The District would be required to produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals;
  - b. The request would require data compilation, extraction, or programming to produce the record.
7. Social security numbers shall be redacted from records before they are disclosed to the public.
8. Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public.