

PUBLIC RECORDS

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

In enacting the Public Records Act, the California Legislature finds and declares that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state.

Members of the public shall have the right to access public records in the possession of the Southwestern Community College District which is a "local agency" as defined by Government Code Section 6252(a). The procedures for access to public documents, pursuant to the requirements of the California Public Records Act, are contained in College District Procedure No. 3300.

"Public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

"Writing" means any handwriting, typewriting, printing, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

"Member of the public" means any natural person, corporation, partnership, limited liability company, firm, or association, elected member or officer of any federal, state or local agency.

Records 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. Documents exempted by law from disclosure include, but are not limited to:

- Social security numbers;
- Student records;
- Records pertaining to pending litigation or claims, or otherwise subject to attorney/client privilege;
- Personnel, medical or similar files;
- Home addresses and home telephone numbers of College District employees, including Governing Board members.

Please see College District Procedure No. 3300, "Public Records" for additional information regarding documents that are exempt from disclosure.