



Administrative Regulation
Chapter 3 – General Institution

AR 3300 PUBLIC RECORDS

Guidelines for Access to Public Records

Records of the Santa Monica Community College District are maintained at various locations. Public records maintained by the District will be available for inspection by members of the public pursuant to the following procedures:

1. Public records maintained by the District shall be available for inspection during the regular business hours of the department. The District has put many of its documents online, which are accessible to the public at the District's website: <http://www.smc.edu/>.
2. Requests for inspection or copying of public records:
 - Should be specific, focused and not interfere with the ordinary business operations of the District. Where a request is not specific and focused, District staff will assist the requester to identify the requested information, describe the technology or physical location of the record, and provide suggestions of how to overcome practical barriers to disclosure. 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. If the request requires review of numerous records, a mutually agreeable time should be established for the inspection of the records.
 - Should be directed to the District Public Records Act Coordinator in the Superintendent/President's Office who will work with the department which created and has responsibility for the desired records.
 - Should sufficiently describe the records so that identification, location and retrieval of the records can be achieved by District personnel.
 - Should be made in writing unless the request involves records which are maintained by the District for the purpose of immediate public inspection.
3. The District may refuse to disclose any records which are exempt from disclosure under the Public Records Act. (See Government Code Section 6254.)
4. Physical inspection of the records shall be permitted within the appropriate offices in the District and under the conditions determined by the District. Upon either the completion of the inspection or the oral request of District personnel, the person conducting the inspection shall relinquish physical possession of the records. 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.

5. Upon any request for a copy of records, other than records the District has determined to be exempt from disclosure under the Public Records Act, District personnel shall provide copies of the records to any person upon payment of a fee (20 cents per page) covering the direct costs of duplication. If the records are sufficiently voluminous, the requester may be asked to retain the services of an on-site microfilm or PDF copy service.
6. A copy of these guidelines will be posted in a conspicuous public place in the District, and a copy thereof will be made available free of charge to any person requesting such copy.
7. Written requests should be addressed to:

Public Records Act Coordinator
Superintendent/President's Office
1900 Pico Boulevard
Santa Monica, California 90405

References:

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

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