



ARTICLE 2100 **ADMINISTRATIVE OPERATIONS**

BP 2170 **Records Management**

The Superintendent/President shall ensure that the District maintains a records management program for the appropriate retention and destruction of all District records, including but not limited to student records, employment records and financial records, that comply with Title 5 and other relevant laws.

Adopted: 11/15/2004

BP 2175 **District Records**

Records of the District shall be accessible to the public during normal hours of business. When access to District records is granted, examination thereof will be made in the presence of the record custodian regularly responsible for maintenance of files or designee.

If requested, copies of records of the District shall be provided at a reasonable cost per copy to be paid in advance at a rate determined by the District.

If requested, records of the District shall be provided in appropriate alternative formats at a reasonable rate as determined by the District so as to be accessible to persons with a disability.

Not included in the category of records to which the privilege of access is given are the following:

1. Personnel records
2. Student records
3. Personal correspondence
4. Records exempt from public disclosure under the California Public Records Act such as those pertaining to pending litigation and closed sessions.

Reference: Education Code Sections 72000, 72121
Government Code Section 54954.3, 54957.5
California Public Records Act Sections 6253.5, 6254, 6254.7

Reviewed and Adopted: 5/1/2000

Revised: 11/15/2004