Regulations for Access to Public Records
San Francisco Community College District

Public records maintained by the San Francisco Community College District (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 District.

2. Requests for inspection or copying of public records:
   a. Should be specific, focused and not interfere with the ordinary business operations of the District. 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.
   b. Should be directed to the office, division, branch, or section of the District that maintains the desired records. If the requestor does not know where the desired records are maintained, the request for inspection should be directed to the Public Information Officer for routing to the appropriate official (contact Martha Lucey at (415) 239-3680, in Rm. S193 at 50 Phelan Avenue, San Francisco, CA 94112).
   c. Should sufficiently describe records so that identification, location and retrieval of the records can be achieved by District personnel.
   d. 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 confidential by law or exempt from disclosure under the Public Records Act. (See e.g. Gov. Code, § 6254).

4. Physical inspection of the records shall be permitted within the District’s offices 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 that have been determined to be confidential by law or exempt from disclosure under the Public Records Act, District personnel shall provide copies of the records to any person upon payment of a fee covering costs of duplication.

6. A copy of these guidelines shall be posted in a conspicuous public place in each main office of the District, and a copy thereof shall be made available free of charge to any person requesting such a copy.