

Clatsop Community College

Code: 3.430
Adopted: 1/26/95
Revised: 1/8/2008

PUBLIC RECORDS

So that citizens can know about the activities of the college and benefit from the information, the College will comply with state and federal laws and regulations concerning the custody and maintenance of public records.

Public record means any writing containing information relating to the conduct of the public's business that is prepared, owned, used, or retained by a public body regardless of physical form or characteristics, including, but not limited to, handwriting, typewriting, printing, photographing, and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles, or electronic recordings.

The President will establish procedures to ensure compliance with appropriate laws and regulations.

END OF POLICY

Legal Reference:

ORS192
ORS 336.187

OAR166-450-000 to 166-450-0125
OAR 581-001-0105
CCC Procedure – 3.406P – Procedure for Use of Computer and Network Resources