

AP 3300 Public Records

References:

NWCCU Standard 2.D.7

ORS 192.311 to 192.478

A request by a member of the public may be delivered by mail or in person to the Chief Financial Officer.

Under Oregon law, the College will acknowledge receipt of a written request to inspect or receive copies of public records within 5 business days (*defined in glossary*). Once acknowledged, the College will respond to the request as soon as practical and without unreasonable delay.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Chief Financial Officer's office may request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.

Records that are exempt from disclosure may not be inspected or copied by members of the public. Social security numbers and date of birth must be redacted from records before they are disclosed to the public.

The College may charge a fee for fulfilling records request.

Approved: July 9, 2019

Rescinds:3.430P1