

# 6 Things You Should Know About the Public Records Act

1. The California **Public Records Act** (PRA) requires the District/Colleges to make public records available upon request for inspection. Inspections performed during normal business hours are free of charge; the District charges for copies.
2. PRA requests should be directed to the office of the Associate Vice Chancellor of Communications & Media Relations with a copy to the General Counsel's office. The District/College must respond within ten days as to whether or not documents will be produced and when those documents will be produced.
3. The PRA does not require the disclosure of otherwise confidential records; e.g. student records, attorney-client communication; trade secret; police reports in ongoing criminal investigation; personnel records.
4. Under the PRA, the District/Colleges charge for copying costs (\$0.25 per page for copy or scanned copy; for electronic files that are less than 75 pages, \$.05 per page; for electronic files that are over 75 pages, \$4.24 per file; for requests that call for more than 10 electronic files, \$4.24 per file; \$2 for a CD or DVD; or actual cost of duplicating larger items), but not for our research time. For large projects, we can require a deposit before we make copies.
5. Where computer programming is necessary to find Public Records, the District/Colleges charge the actual costs for programming time.
6. The Conflict of Interest Forms (Form 700) are public records. They may be reviewed in the General Counsel's office during normal business hours. Copies of these documents are available at \$0.10 per page.