



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Policy
0002

September 25, 1975

ACCESS TO DISTRICT RECORDS

CONDITION

The conduct of District business creates volumes of recorded information. Access to this information involves accountability to the public and responsibility to the privacy of individuals named in such records.

POLICY

Access to information concerning the business of the District is every citizen's right and will not be restricted except:

when disclosure is prohibited by code, higher authority, or law,

when disclosure, in the opinion of the District's Legal Counsel, is prejudicial to the operation of the District,

when disclosure is an invasion of personal privacy.

If restriction of public access to District records is not clearly indicated, a determination is made by the legal counsel of San Diego County.

District Policy regarding public-access to its records includes: the results of research tests, replies to questionnaires, the release of information about Faculty and staff members, as well as records concerning students and their grades. Personnel folders created by the District. or Entrusted to the District are considered District records.

The administration shall develop procedures controlling and providing access to appropriate records.

References

Public Law 93-9380, The Family Education Rights and Privacy Act of 1974.
Education code Section 22504.5
Guidelines issued by the Chancellor of the California Community Colleges.

A & C 0001-1, C-0400 (draft), C-0402 (part)
A & C 2365, A & -, 3325, A & C 3950, A & C 4655