Process for Responding to Records Requests

1-Request is Made

Student Information

College Where Student Was Enrolled
a. Admission & Records (A&R) / Custodian of Record
b. Commercial Purpose (see Step 3a)
c. Written release by student or subpoena (see Step 5)

Non-Student Records

District Office and College Requests
a. Custodian of Non-Student Record -- involving a department / division not related to litigation (see Step 3b)
b. Legal Counsel -- involving litigation (warrants, subpoenas, summons or judicial orders)
c. Office of Public Stewardship -- involving the entire District (non-media)
d. Media Relations -- (see Process for Media Requests)

2-Processed by Designated Area

3-Requestor Completes Form (Available Online)
a. Application for Purchase of Student Information
b. Public Record Request

4-Determine if Record Exists

Yes

a. Is there any information that should not be disclosed?
b. Establish timeline for responding (day, week, etc.)

No

a. Not necessary to create if does not exist
b. Respond accordingly on form
c. Establish need to create document (i.e., request by partner, government agency)
d. Creation of special reports may involve assessment of additional fees.

5-Review or Reproduce

Review

a. Provide a location for party to review records
b. Take measures to ensure that records don’t “walk off”

Reproduce

a. Custodian of Record reproduces documents (either through copy center or by self)
b. Average fees are $0.25/page black/white copy or $1.00/page FAX

6-Collection of Reproduction Fees

College Requests
a. Determine total fee amount for request
b. Requestor takes form to Fiscal Office for payment
c. Receipt processed by Fiscal Office
d. Receipt and form submitted to A&R for document release

District Office
a. Determine total fee amount for request
b. Requestor takes form to Fiscal Office for payment
c. Receipt processed by Fiscal Office
d. Receipt and form submitted to area/dept. receiving request for document release

If a written request is received for copies of records/documents, requestor should be notified of fees and still make payment to the fiscal office prior to the release of documents