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WEST HILLS COMMUNITY COLLEGE

OPERATIONS

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PUBLIC RECORDS

The Board recognizes the importance of public records as the official record of the acts of this public body and its responsibility to make those records, with certain exceptions, available to the public.

For purposes of this policy, “public record” shall include all records required by law or this Board to be maintained or kept on file by this Board or its officials, except that public records shall not include personnel records, records carrying information regarding individual students, records pertaining to an investigation in progress when the inspection of such records would be inimical to the public interest, records pertaining to the pending acquisition of land, instructions given to a Board negotiator, and rosters of students except as they are released by the Board to recognize student achievement.

The Board directs that all records of this District be made, maintained, and safeguarded in full compliance with the requirement of law. Any citizen of the state who has an interest in the public records of this Board may inspect and copy them during the regular business hours of the District provided the citizen has submitted a written request in advance of such inspection specifying those records which the individual wishes to inspect.

Ed. Code 72600 et seq.  
Govt. Code 6250 et seq.  
5 Cal. Adm. Code 16020

Board approval date: \_\_\_\_\_