

BP 1-11: Public Records Requests

DCC BOARD POLICY 1-11

APPROVED: November 28, 2022

EFFECTIVE: November 28, 2022

REVIEWED: April 11, 2023

NEXT REVIEW DATE: October 2025

REFERENCES: MCA 2.6.10; NWCCU Standard 2.A.7, 2.A.11

RESPONSIBLE DEPARTMENT: President's Office

Government documents and public information may be examined, and copies provided to the public, with a few exceptions where privacy and security concerns outweigh the public's right to know.

The administrative team has the responsibility to respond appropriately to public records requests.

Upon receiving a request for public information, administration shall respond in a timely manner to the requesting person by:

- Making the public information maintained by DCC available for inspection and copying by the requesting person, OR
- Providing the requesting person with an estimate of the time it will take to fulfill the request if the public information cannot be readily identified and gathered and any fees that may be charged.
- DCC may charge a fee for fulfilling a public information request. The fee may not exceed the actual costs directly incident to fulfilling the request in the most cost-efficient and timely manner possible. The fee must be documented and may include the time required to gather the public information. The estimate of fees will be paid prior to identifying and gathering the requested public information.
 - Examples of fees include staff time, printing/copying charges, legal fees from an attorney, etc.
- DCC is not required to alter or customize public information to provide it in a form specified to meet the needs of the requested person.
 - If DCC agrees to a customized request response, the costs of the customization may be included in the fees charged to the requesting person.

SCOPE

This policy applies to Dawson Community College.

PROCEDURES The College President shall promulgate such procedures as may be needed to implement this policy.

HISTORY: 11/28/2022; 5/22/2023