

**Southwestern Oregon Community College****BP: 10005****PUBLIC RECORDS REQUEST**

Pursuant to Oregon Revised Statutes, every person has a right to inspect any *non*-exempt public record. (See Oregon Revised Statute, Public and Private Records; Public Reports and Meetings, Chapter 192 for definitions of exempt public records.

Board of Education meetings and records will be matters of public information subject to such restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings. The Board's official minutes and its written policies will be available at the President's Office for inspection by any citizen desiring to examine them during hours when the President's Office is open. All such information will be made available to individuals with disabilities in any appropriate format upon request and with appropriate advanced notice. Auxiliary aids and services available to ensure equally effective communications to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.

No records will be released for inspection by the public or any unauthorized persons – either by the President or any other person designated as custodian for college records – if such disclosure would be contrary to the public interest, as described in state law.

END OF POLICY

**Administrative Policies and Procedures:**  
10005

DATE OF ADOPTION: 06/27/11

DATE(S) OF REVISION(S): 11/25/19

DATE OF LAST REVIEW: