

**PUBLIC RECORDS INSPECTION/COPYING REQUEST**

YOU ARE NOT REQUIRED TO FILL OUT THIS FORM IN ORDER TO RECEIVE PUBLIC RECORDS UNDER THE CALIFORNIA PUBLIC RECORDS ACT. COMPLETING THIS FORM IS OPTIONAL. THE INFORMATION REQUESTED BELOW, HOWEVER, SERVES TO ASSIST OUR EMPLOYEES IN PROCESSING YOUR PUBLIC RECORDS REQUEST.

In accordance with the California Public Records Act (CPRA or the Act), California Government Code Section 6250, et al., as well as the District Administrative Procedure 3300, the Antelope Valley College (District) will respond to requests for District records and documents, and provide access to records that have been designated public information. Every person has a right to inspect public records as provided in the Act during the District’s normal business hours. The district will assist with inspection as is reasonable within staff work priorities.

To obtain copies, please fill out this request form and submit it to the Marketing & Public Information Department of the District], 3041 West Avenue K, Lancaster, CA 93536, via email [publicrecordsrequest@avc.edu](mailto:publicrecordsrequest@avc.edu). The District shall determine within 10 days from the request whether to comply with the request and provide a written or email response notifying the recipient of such determination. In unusual circumstances, the 10-day period specified above may be extended an additional 14 days upon written notice to the requester, stating the reasons for the extension and the date a determination is expected.

Name of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Method of Communication:  Telephone  U.S. Mail  E-mail

Telephone Number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_

IDENTIFY IN DETAIL THE DOCUMENTS REQUESTED: *(Use additional pages if necessary)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(OPTIONAL)** Are the documents requested being sought for the purpose of a claim or litigation?

Yes  No If yes, please indicate:

Firm Name: \_\_\_\_\_ Case No. \_\_\_\_\_

Case Name: \_\_\_\_\_ Court Location: \_\_\_\_\_

**NOTE:** Routinely, board meeting products and associated agendas are available online at <https://go.boarddocs.com/ca/avc/Board.nsf/Public>. Under certain circumstances, if advance, written permission has been obtained from the Superintendent, materials may be copied at the district office for a nominal copying fee, approximately \$0.15 per page. A representative from the District will assist you in using the District’s copier.

**I understand that I may be charged for this service.**



## REQUEST FOR DISCLOSURE OF PUBLIC RECORDS GUIDELINES:

**General Rule:** All records of a public agency are public records and must be disclosed upon request, unless the request falls under an exception provided by the California Public Records Act Request (Government Code Section 6250 et al.).

**Right to Inspect Public Records:** Public records are open to inspection at all times during the office hours of the District and every person has a right to inspect any public record. This right to inspect includes any reasonably segregable portion of a public record after deletion of the portions that are exempted by law. (Government Code Section 6253 (a). This does not mean that a requester has a right to demand to see a record and immediately gain access to it. The standard of promptness set forth for copies

**Right to Copy Public Records:** Except with respect to public records exempt from disclosure by express provisions of law, the District, upon receipt of a request for a copy of records that reasonably describes an identifiable record or records, must make the records promptly available to any person upon payment of the appropriate fees. As with the right to inspect public records, the same rule of reasonableness applies to the right to obtain copies of those records. Thus, the District may impose reasonable restrictions on general requests for copies of voluminous classes of documents.

**Records that do not exist:** Under the Act, an agency is not required to create any record(s) in response to a public records request. The District is only required to disclose existing records.

**Fees:** Per District Administrative Procedure 3300, the Superintendent may set a fee for the direct cost of duplicating a record when seeking a copy. The District requires payment in advance before providing the requested copies; however, no payment is required to inspect a record.

Duplication costs of electronic records are limited to the direct cost of producing the electronic copy. Requestor bears the additional costs of producing a copy of an electronic record.

The fee schedule for copying or printing records, including scanning records to produce an electronic copy is as follows:

\$0.15 per page.

\$5.00 per USB drive, compact disc, or digital video device (dvd) for copying of records onto an electronic storage medium.

**District Office Hours:** \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m., Monday through Friday, excluding Summer/ Winter Break: \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. Closed for Holidays per Education Code Section 37220.

