The following procedures have been established to facilitate the implementation of Policy 6.24, Public Access to Records Under the Freedom of Information Act Policy.

**FOIA COORDINATOR:** The FOIA Coordinator of the College shall be the President. The President may designate another individual to act on his or her behalf in accepting and processing requests for the College’s records, and in approval/denial of requests pursuant to Sections 5(4) and (5) of the Act.

**REQUESTS:** A person desiring to inspect or receive a copy of College records shall make a written request to the FOIA Coordinator. The request should describe the public record(s) desired sufficiently to enable the College to find the public record.

**RESPONSES TO REQUESTS:** Unless otherwise agreed to in writing by the person making the request, the College shall respond to the request within five business days after it receives the request by doing one of the following:

--- Grant the request;
--- Issue a written notice denying the request;
--- Grant the request in part and issuing a written notice to the requesting person denying the request in part; or
--- Issue a notice extending for not more than 10 business days the period during which the College will respond to the request.

If a request is made by facsimile, electronic mail, or other electronic transmission, then for the purpose of the above, the request will be deemed to have been received on the following business day.

A notice denying a request in whole or in part shall comply with Sections 5(4) and 7 of the Act.

**FEES:** The College may charge fees for responding to a public record search and/or copying request, as follows:

--- For the cost of labor to make copies, conduct the search for the record(s), to examine, review and delete and separate exempt from nonexempt information, at a charge not to exceed the hourly wage of the lowest paid College employee capable of retrieving the information necessary to comply with a request under the Act.

A fee shall not be charged for the cost of search, examination, review and deletion and separation of exempt and nonexempt information as allowed by the Act unless the failure to charge a fee would result in unreasonably high costs to the College.

The time spent by the employee(s) involved in processing the request will be recorded, and their hourly wage, if salaried, will be determined by dividing their weekly rate of pay by 40.

--- Photocopying shall be at the actual cost of photocopies as determined by the Business Office from time-to-time. The rate will be provided to the FOIA Coordinator, in writing, and will be disclosed to the requesting party at the time the request is granted or a deposit is sought.
--- The College may require a good faith deposit from the party requesting a public record or series of public records, if the fee anticipated to be charged pursuant to the above will exceed $50. The charge shall not exceed 50 percent of the total fee.

--- The first $20 of the fee may be waived by the College if the requesting person submits an affidavit stating that he or she is receiving public assistance or otherwise sets forth facts that he or she is indigent.

--- The fees as set forth above may also be reduced or waived if the College determines that searching for or furnishing the copies is primarily benefiting the general public.

--- Items normally sold to the public by the College or for which fees for production are established by law, will be provided at the sale price or fee otherwise established by law.

OPPORTUNITY TO INSPECT: The requesting party may be given the opportunity to inspect documents being disclosed before having them copied or electing to not have them copied. The College will provide suitable facilities for such inspections during its normal business hours. The College may make reasonable rules to protect its records and to prevent unreasonable interference with the discharge of its functions. The College shall also protect public records from loss, unauthorized alteration, mutilation or destruction. In some instances where original documents contain exempt information, the exempt material may be removed and copies made for inspection.

RECORDS: The FOIA Coordinator shall keep a copy of all written requests for public records on file for no less than one year.