

Policy 6.18

Request for Public Records Policy

In compliance with NC General Statutes Chapter 132, Beaufort County Community College maintains and recognizes that public records and information made or received pursuant to NC law or ordinance in connection with the transaction of public business not classified as confidential communications and information are the property of the people. Confidential communications and information as defined by NC General Statutes are not for public dissemination and will be maintained in accordance with these laws. The president of the college shall be deemed the custodian of all public records for the College.

The people may obtain copies of Beaufort County Community College public records and information free or at the actual cost of reproducing the public record or public information. Actual cost is limited to direct, chargeable costs related to the reproduction of a public record as determined by generally acceptable accounting principles.

All requests for public information are to be presented to the Beaufort County Community College Public Relations Office. Persons requesting copies of public records may elect to obtain them in any and all media in which the college is routinely capable of providing them. The College may assess different fees for different media as prescribed by law. The Public Relations Office will maintain a record of requests for public information and its dissemination of the requested information.

The Public Relations Office shall arrange for public records to be inspected and examined at reasonable times during its normal working hours and under reasonable supervision of any person and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. If it is necessary to separate confidential from non-confidential information in order to permit the inspection, examination, or copying of the public records, the College shall bear the cost of such separation.

Some examples (not to be interpreted as a complete listing) of confidential information as defined in NC General Statutes Chapter 132 include:

- Confidential communications by legal counsel
- Minutes of Board of Trustee closed sessions (also referenced in NC General Statute 143)
- Actual address and telephone number of a program participant
- Personally identifiable admissions information
- Electronically captured image of an individual's signature, date of birth, driver's license number, or a portion of an individual's social security number
- College emergency response plans and related records

(NC § Chapters 132 and 143)

Policy

References

Legal References: *N.C.G.S. Chapter 132*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

- [Dissemination of Public Records and Information Procedure](#)
- [Student Records and Privacy Rights Procedure](#)
- [Student Records and Privacy Rights Policy](#)
- [Rights to Privacy Policy](#)
- [Email Retention Policy](#)
- [HR Selection Committee Procedure](#)
- [Scholarship Committee Confidentiality Procedure](#)
- [Emergency Grant Committee Confidentiality Procedure](#)
- [Confidentiality Procedure](#)
- [Confidentiality Policy](#)
- [Personnel Files Policy](#)

History

Senior Staff Review/Approval Dates: *2/5/2013*

Board of Trustees Review/Approval Dates: *2/5/2013*

Implementation Dates: *Enter date(s) here*