

Meeting of the Board of Trustees  
Barton County Community College

July 18, 2000

**APPOINTMENT OF FREEDOM OF INFORMATION OFFICER**

**Comments:** Under a bill passed by the 2000 Legislature, all public boards are now required to appoint a Freedom of Information Officer, who shall have the following duties: (1) prepare and provide educational materials and information concerning the open records act; (2) be available to assist public agencies and members of the public to resolve disputes relating to the act; (3) respond to inquiries relating to the act; and (4) establish an open records act brochure to be displayed, distributed, or made available to the public.

**Recommendation:** It is recommended that Marilyn Beary, Assistant to the President, be appointed as Barton's Freedom of Information Officer.

**Action:** President's Office

Meeting of the Board of Trustees  
Barton County Community College

April 17, 2001

**CHARGES FOR EXAMINATION OF COLLEGE RECORDS**

**Detail:** The Board will recall that last year, the legislators passed legislation that altered the Kansas Open Records Act. Since that time, we have considered the implications of this legislation. Recognizing that some records are more easily obtained than others and that some requests may require compilation of materials and/or considerable time searching for data, I foresee there could be occasions that such requests could be terribly disruptive to the day-to-day work demands of staff. I do not believe that legislative intent was to waste taxpayer resources (invested in college personnel) to spend extraordinary amounts of time servicing the unique interests of individuals and/or groups. Accordingly, we have been examining, and will continue to examine, our operational policies as to how to serve the interests and rights of the public to certain records, comply with the law, and balance those elements with costs the College would absorb.

For the most part, individuals making requests to examine records may do so at the College and a charge will be made for any copies requested. The examination of the records will be under the auspices of the College's Freedom of Information Officer, as designated by the President and approved by the Board of Trustees on July 18, 2000, and should the records requested require search and/or compilation of data, there will be charges for those services.

**Recommendation:** It is recommended that the Board approve the following charges in response to requests for copying College records:

\$ .10 per page	copying/printing public records (reduced from \$.25/pg)
\$1.00 per page	faxes
\$10.00 per tape/disk	audio tapes/computer disks
\$20.00 per tape	video tapes
\$30.00 per CD	CD's
\$25.00 per hour	staff time involved
\$50.00 per hour	administrative staff time involved

Such fees are in addition to all record retrieval expenses such as mileage and depository access charges.

**Action:** President's Office