2120 – Freedom of Information

The Freedom of Information Officer (Director of Public Relations and Marketing or designee) will act on requests for open records as soon as possible. However, if it appears it will take some time to provide records or notification of fees is required, a response will be provided within three (3) College working days of the request, estimating fees and providing further information regarding the College's ability and plans to provide the requested records.

The College is not required to develop or produce any record not already in existence. There is no requirement for the College to create a new record upon request.

Standardized reports provided by the College will either be hard-copy or in Adobe Portable Document Format (PDF) or in another format already utilized by the College to produce the requested report.

For public records stored electronically that can be produced using software already utilized by the College without software modifications, no fee is charged for public records requiring less than 30 minutes to obtain.

Barton Community College does not define email addresses in bulk as Directory Information. Listings of multiple student email addresses are not produced for any purpose.

Requestors are asked to use Barton's Public Records Request form to ensure a complete and thorough request with an efficient turnaround.

The following fees are charged to provide records under this procedure:

$.10 per page copying/printing public records
$1.00 per page faxes
$1.00 per tape/disk audio tapes/computer disks
$3.00 per VHS/DVD
$1.00 per CD
Based on Employee's Hourly Rate actual staff time involved
Based on Administrator's Hourly Rate actual administrative staff time involved

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

Sample Reasons for Denying Access to Public Records
Permission to inspect or copy public records may be denied if, for example, (but not limited to): (1) the request "places an unreasonable burden in producing public records" or (2) the custodian of the records "has reason to believe that repeated requests are intended to disrupt other essential functions of the public agency." Denial of a person's inspection or copying requests must be explained in writing if the person requests such an explanation.

Contact(s): Director of Public Relations and Marketing

Related Form(s): Public Records Request Form

Relevant Policy or Procedure(s): 1127-Freedom of Information

Approved by: President
Date: 6/19/80
Revision(s): 5/18/89; 9/14/07; 11/18/08; 2/23/09; 5/16/14 (minor revision); 3/26/18