

Access to Public Records

It shall be the policy of the board of trustees of NCCC that public records be open for inspection in accordance with the Kansas Open Records Act (KORA) K.S.A. 45-215 et seq. All requests for inspection of the public records of the college must be sent to the president in writing and include the requester's name and address, and the information to ascertain the records for which access is requested.

After proper request, public records of the college will be available on business days during regular office hours. The clerk of the board of trustees shall act as official custodian of the college records. Each request for access to a public record shall be dated by the custodian of college records and shall be acted upon not later than the end of the third business day following the date that the request is received.

The college president may prescribe reasonable fees to be charged in advance for providing access to or furnishing copies of public records including, but not limited to, copying expense, staff time, computer services, and attorney fees when a legal opinion concerning application of KORA to the record requested is necessary. At the sole discretion of the president, fees for a particular request may be waived in whole or in part.

All provisions for and exceptions to access to public records in KORA, The Family Educational Rights and Privacy Act, and any other state and federal law shall apply to this policy. KORA does not provide for ongoing requests, therefore, each request must be specific to determine the public record requested.

Revised/Adopted: 06/14/99