

Procedure Title: Inspection of Records

Impact: Employees, Staff, Faculty, Students

Responsibility: Communications and Government Relations

Effective Date: 01/28/1998

Last Update: 12/17/2015

Relates to Policy: 2.01.07

Legal Citation(s): Idaho statutes Title 74 Chapter 1

Procedure Narrative

Requests to examine records shall be submitted in writing to the vice president for communications and governmental relations, who is the custodian of public records. In the vice president's absence, these requests shall be submitted to the director of communications and marketing. Forms to request to examine or copy public records are available in the vice president's office and in the director of communications and marketing's office and on the college website.

No further inquiry other than the form requesting to examine or copy public records shall be made of the person making the request.

Written requests to examine or copy public records shall be granted or denied, as required by Idaho Statute, within three working days of their receipt. However, the custodian of public records may take an additional 10 working days to respond to such requests if necessary, as provided within Idaho Statutes, Title 74, Chapter 1.

Examination of public records must be conducted during regular office or working hours unless the custodian of public records authorizes different hours, and in this event the college is entitled to reasonable compensation for the additional hours worked.

The person requesting the records has the right to make his/her own copies of the documents using North Idaho College copying equipment. The custodian of public records or a designated staff member may use whatever vigilance is required to prevent alteration of any public record while it is being examined or copied. Persons requesting public records also may request copies from the college. In either case, the college will not charge for the first 20 pages copied, and thereafter will charge an amount per page as set by the vice president for finance and business affairs.

If requested, certified copies of public records will be provided if the nature of the record is such that a certified copy can be made.