

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Public Inspection of Records	Section: Community and Governmental Relations	Page(s): 2
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Public Information Program	Policy: GCA	
Subtitle: Access to Information	Date Adopted: 8-01-2020	

Purpose

Establishes procedures for compliance with appropriate requests from the public for access to College information or to inspect records located in College offices.

Procedure

1. Persons desiring to review documents maintained by the College, and classified as Open Records, must submit their request, in writing, to the College President. The application must properly identify the document or documents to be inspected. The applicant's name and address must be set forth on the application. A picture identification card, such as a driver's license, may be required to verify identity.
2. Applications to review documents must be approved by the College President. Applications will be processed in the order in which they are received.
3. If the requested documents are in active use or are in storage and are not available at the time the application is submitted, the College President, or designee, must note this fact in writing to the applicant and set a date upon which the requested materials will be available for inspection.
4. The College is not required to prepare or create new information requested by a member of the public. The Open Records Act does not require the College to prepare or generate information in the specific form that may be requested by the public.
5. People inspecting documents may do so only in a designated inspection area during regular business hours. A College employee must be available for assistance during the inspection.
6. The College President or custodian of records may limit the number of pages that can be

copied and supplied during a person's visit, if the number of copies requested is beyond the reasonable capacity of the available personnel and machines. If the number of requested copies exceeds the number available during a person's visit, additional copies will be mailed to the applicant.

7. Persons requesting information, in a written form, at a public meeting (e.g. Board meeting or student hearing) will be directed to follow the procedures outlined above.

Date Prepared: 06-21-2023 (JMTZ)

Revised Date: