

SOUTHWESTERN COMMUNITY COLLEGE	COLLEGE RECORDS REQUESTS PROCEDURE	Procedure 3.03.11.01
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Procedure and Fee Schedule for Public Record Requests

A. Scope

Pursuant to N.C.G.S. §132-6.2, the College is adopting the following fee structure and procedures for public records request. The College shall not charge any fee that exceeds the actual cost to the College in producing the record. "Actual cost" is limited to direct and chargeable costs related to the production of the public record and does not include costs that would have been incurred by the College if the request had not been made.

B. Procedure

The following guidelines will be used to process information requests received from the public. An effort has been made to distinguish between "records request" and "requests for information or clarification of information."

Records are defined as paper or electronic documents that already exist and that are not otherwise excluded by the N.C. Public Records Law.

The requestor will be informed that the College will provide them with a cost estimate of the request (page copy costs and labor costs if applicable) and confirm that the fee will be paid prior to the records being assembled and released. The Director of Human Resources, or designee, will contact the requestor when the records are available for pick up.

Additionally, the public may inspect the records at the Human Resources Department without asking for copies.

The nature of certain records may require the redaction of any confidential information prior to release or inspection.

The law does not require College staff to respond to questions, clarify meaning within documents, or create a document so that information is organized in the requested manner.

C. Per Page Fees and Actual Costs

Members of the public requesting paper copies will be charged per the schedule below. Requests under 10 pages will not be charged. Beyond fees for paper copies, the College shall also charge all actual costs of material provided to the requester (e.g. cost of thumb drive that stores electronic records).

Regular Copies: \$.25 per page

Certified Copies: \$1.00 for the first page

\$1.00 per page for additional pages

D. Fees for Extensive Personnel Time and Use of Technology

Pursuant to N.C.G.S. 132-6.2(b), if the request is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance, or if producing the records results in an excessive use of information technology resources, then the College will charge, in addition to any applicable copying fee, a special service charge. The special service charge will be reasonable and no greater than the actual costs incurred. Extensive use of personnel resources is defined as more than three (3) hours of employee time. Extensive use of information technology resources is determined on a case-by-case basis.

If preparation of the response to the request exceeds three (3) hours, the College will charge a presumed rate of \$35.00 per hour for the additional time. The Director of Human Resources will provide the requestor an estimate of the service charge for an extraordinary request prior to processing the request to allow the requester the option of either agreeing to pay the charge or revising the request to narrow its nature or scope. Prior to processing the request, the requestor shall be required to pay a deposit of one-half of the estimated service charge for any charge over \$100. For estimated service charges over \$750, the College may require the requestor to pay the entire service charge prior to processing the request. The College shall not release the records until the service charge is paid in full.

Multiple requests from the same, or related, individual or entity regarding a particular issue within a three (3) month period will be considered a single request for purposes of determining whether to charge under this section.

The actual cost of redacting legally privileged and/or confidential information may not be included in calculating this special charge. However, to the extent practicable, all employees involved in fulfilling a public records request shall maintain a reasonable approximation of the time spent on that task to the nearest half hour. The approximation of time spent shall be maintained regardless of whether or not the employee's time is used to calculate a fee as described above.

Nothing herein presents or prohibits the College in the normal course of business from proactively and/or directly providing documents and/or information to individuals, corporations, and the media when such action is in the best interest of the College to promote the mission of the College and/or protect the integrity of the College.

Adopted: July 22, 2025