
Board Policy
Chapter 3 – General Institution

BP 3300 PUBLIC RECORDS

References:

Government Code Sections 7927.705 et seq.

The Long Beach Community College District recognizes the right of citizens to have access to public records. The College intends to provide any person or organization with reasonable access to the public records of the College, upon request, during normal business hours and within the requirements of the law.

The Superintendent-President shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.

Public access shall not be given to records exempt from public disclosure under the California Public Records Act or which are designated as confidential or private under other state or federal law.

The College may charge for copies of public records or other materials requested by individuals or groups, in accordance with law. The charge shall be based on actual costs of duplication, as determined by the Superintendent-President and as specified in Administrative Procedures.

To maintain the security and integrity of College records, members of the public granted access to inspect records shall examine records in the presence of a College staff member.

Also see AP 3300 Public Records and BP/AP 3310 Records Retention and Destruction.

Adopted: May 30, 2017

Revised: June 25, 2025

(Replaces former LBCC BP 6017)