



## RULES OF THE BOARD OF TRUSTEES

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- (1) The College President shall establish procedures to maintain, reproduce and dispose of all College records in accordance with applicable federal laws, Chapter 119 and Section 257.36, Florida Statutes.
- (2) The College President shall establish procedures for the timely inspection or production of all College records that are “public records” as defined by Chapter 119, Florida Statutes, which include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official College business. Public records shall be open for inspection by any person, at reasonable times and under reasonable conditions, and College custodians of public records shall furnish copies of public records upon request. The College, where authorized by this law, may charge for the cost of duplication and labor related to the production of public records.

(General Authority: 2 CFR § 200.333, F.S. Chapter 119, 257.36, 1001.64, 1001.65)

(Adopted 07/01/73, Revised 06/23/80, 06/23/87, 10/14/14, 02/12/19, Formerly 7.4)  
(Reviewed 04/12/16, 04/09/24)