

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: External Relations 100.0000.83
SUBSECTION: Governmental Agencies 105.0000.83

Information Requests
Policy Number: 105.0900.83

POLICY

The College, as a responsible member of NCCA and as a responsive public agency, will provide information upon request utilizing the following criteria:

- 1) NCCA recognizes that Nebraska community colleges are public bodies and as such owe a duty to the public to make available as much information and data concerning their operation as possible. On the other hand, the respective colleges should not spend public funds to create, compile, assemble, and/or duplicate information and data which is of little or no value to the governing boards in carrying out the statutory responsibilities to govern their respective institutions.
- 2) The Nebraska community college system will make every effort to comply with the public records law and all other applicable laws, rules, and regulations requiring the compilation and dissemination of information and data. In addition, the system will cooperate in every way reasonably possible to make information available to those persons and entities requesting the same.
- 3) Requests for information and data from state governmental entities or persons connected with the state governmental process shall be brought to the attention of the NCCA Executive Director which:
 - a) Request information applicable to all community colleges;
 - b) Request information which may affect one or all of the community colleges;
 - c) Request further information not required as part of the standard format of submission forms; or
 - d) Request information involving estimates, projections, opinions, policies or other speculative information not approved by the President or the Board.
- 4) The Executive Director, after consultation with the President, or his/her designee, the President of NCCA, and the Chairperson of the NCCA Legislative Issues Team, will respond to the request for information as follows:
 - a) Provide the information if the same is available or can be obtained with minimal effort and cost;
 - b) Refer the person or entity making the request to information and data which has been filed with the state governmental entities such as the Nebraska State Auditor, the Nebraska Department of Administrative Services, the Nebraska Legislative Fiscal Analysts Office, and the Nebraska Post-Secondary Coordinating Commission as well as publications generally prepared and distributed by the colleges;
 - c) Refer the person or entity making the request to the laws governing public records and the location of the records involved in the request (which in most cases should be the President's office) and the name of the person to contact at such location to arrange for an inspection of public records; or
 - d) Encourage each college to establish a policy with regard to the compilation, duplication, and distribution of information and data including the costs charged for the same and forward such policy to the NCCA Executive Director so that proper referral may be made of informational requests. Each college is also encouraged to designate one administrator with whom the Executive Director may confer on informational requests affecting the college or college system.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1983

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: