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**Kern Community College District  
Administrative Procedures  
Chapter 2 – Board of Trustees**

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Governance Process: Information Only

Reason for Revision: To Clarify District Procedure

**AP 2340**      **Public Request for Copies of Written Information To Be Discussed at Board Meetings**

- 1) Agendas of public meetings and copies of public records to be discussed at public meetings shall be provided, upon request, to members of the general public ~~including~~ to include representatives of newspapers, television, and radio.
- 2) Copies of public records distributed to Trustees ~~prior to~~ before a public meeting for consideration in that public meeting shall be available for public inspection on the Kern Community College District website under the Board of Trustees web page or at the District Office at the start of the next business day following such distribution.
- 3) Copies of public records distributed at a public meeting prior to their discussion shall be available for public inspection at the public meeting.
- 4) Copies of public records distributed at the time of their discussion shall be available for public inspection as soon as practicable.
- 5) A fee of ten cents per page, payable in advance, may be charged to all persons requesting copies of information pursuant to item one. In the event the requested material exceeds 25 pages, an additional fee of five cents per page may be charged for labor.
- 6) Written material to be discussed in closed session, or written memoranda or legal opinions from attorneys or labor negotiators retained by the Board of Trustees whether they are to be discussed in closed **or** open sessions, are not subject to the provisions of BP 2340 of the Board Policy Manual. The Board of Trustees, at its discretion, **may** by majority vote provide to the public copies of material discussed in closed session or written memoranda or legal opinions from attorneys and labor negotiators.