AIMS COMMUNITY COLLEGE POLICY

PUBLIC INFORMATION

Many of the materials and documents of the College are matters of public information, and some are not. Definitions are covered in CRS 24-72-204 and Federal Law (the Buckley Amendment and the Family Privacy Act) as well as other citations. Whenever doubt arises regarding whether or not an item is public information, please refer the question (not necessarily the questioner) to the Registrar to determine the classification of the information sought.

When a request for information is received:

1. Determine if the information is public information.
2. If the information is public and readily available, notify a supervisor and make a photo copy of the document. There will be a charge of $1.00 per page.
3. If the information is public and not readily available, there will be a charge of $25 per hour for gathering and reporting the information requested.

Care must be taken to ensure that private information is not inadvertently included with public information and improperly revealed. The rates for gathering information are subject to periodic review and revision by the Chief Administrative Officer.

The President shall implement and maintain procedures to carry out the intent of this policy.

APPROVED: Aims Board of Trustees
Date: January 4, 1989

Revised: January 10, 2001
   April 2, 2008
   May 4, 2011
   February 17, 2014