

BROOKDALE COMMUNITY COLLEGE

BOARD POLICY

2.0002

I. Title of Policy

Public Access to Government Records

II. Objective of Policy

To authorize the President to appoint a “Custodian of Government Records” and to develop College regulations and procedures as required assuring compliance with the NEW JERSEY PUBLIC ACCESS TO GOVERNMENT RECORDS ACT (THE “Act”).

III. Authority

NEW JERSEY PUBLIC ACCESS TO GOVERNMENT RECORDS ACT N.J.S.A. 47:1A-1 et seq.

IV. Policy Statement

This administrative policy is adopted to assure compliance by the College with the applicable provisions of the NEW JERSEY PUBLIC ACCESS TO GOVERNMENT RECORDS ACT (the “Act”), which will become effective on July 8, 2002. This policy evidences the commitment of the College to make government records, as defined in the Act, readily accessible for inspection, copying, or examination, while safeguarding from public access, proprietary or personal information entrusted to the College with the reasonable expectation that the College will treat the information as confidential and/or private.

The Director, Educational Services Operations, is hereby appointed the Custodian of Government Records (the “Custodian”). This position shall be responsible for discharging the duties assigned by the Act.

V. Responsibility for Implementation

President

Lodged: 5/9/02
Approved: 6/13/02
Revision Lodged: 10 March 2011