Delgado COMMUNITY COLLEGE

POLICY No. IA-03

INTERNAL POLICY AND PROCEDURE

TITLE: **Public Records Requests**

EFFECTIVE DATE: August 31, 2026 *(*Title Update)*

DIVISION: Institutional Strategy and Transformation

CATEGORY: Communications, Advancement, and Strategic Initiatives

RESPONSIBLE DEPARTMENT: Office of Communications, Marketing, and Public Relations

CANCELLATION: *IA-03 (10/15/24)

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To publish the College's process and procedures responding to public record requests.

2. **Scope and Applicability**

This policy and procedures apply to all units and individuals involved in publishing electronic content on behalf of Delgado Community College.

3. **Procedures**

Delgado Community College's process for managing public records requests is a collaboration between the Director of Communications and Marketing, the Vice Chancellor for Business and Administrative Affairs, and the Chief Human Resources Officer. The contact for all public records requests is the Shay O'Connor, Director of Communications and Marketing at soconn@dcc.edu.

The process is as follows:

1. Upon receipt of a request for public records, the Director of Communications and Marketing responds to the requester within 72 hours (excluding weekends and holidays) confirming receipt of the request and informing the requester that the College will review the request and will respond in a timely and appropriate manner.

2. The request is routed to the appropriate office to gather the requested information.

3. When the information has been gathered and is ready to be transmitted to the requester, the Director of Communications and Marketing, the Vice Chancellor for Business and Administrative Affairs, and the Chief Human Resources Officer will jointly discuss and determine the appropriate party to send the requested information.

4. Depending on the nature of the request and the requester's affiliation (news media, private citizen, association, etc.), the agreed-upon party sends the information to the requester.

5. All personally identifiable information of employees, including but not limited to birth dates and social security numbers, will not be provided in the response. Additionally, the College is responsible for protecting the constitutional right to privacy (Louisiana Constitution Article 1, Section 5) of all persons affiliated with the institution.

6. The requested information must already exist in the exact format specified in the public records request. The College does not comply with public records requests that require Delgado personnel to compile a new document or file. Only copies of existing records are provided.

7. All requirements of the Louisiana Public Records Law (La. R.S. 44:1, et seq.) and the Louisiana Constitution section regarding Open Meetings and Records (Article X, Section 3) apply to public records requests.

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Review and Approval:

Ad Hoc Committee on Public Records Policy 11/18/19
Vice Chancellor for Workforce and Institutional Advancement 11/18/19 and Vice Chancellor for Business and Administrative Affairs 11/18/19
Chief Communications, Marketing, and Strategic Initiatives Officer Title Update 10/15/24
Executive Chief Officer, Institutional Strategy and Transformation Title Update 8/31/26