

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAP 1130 Request for College Documents	Page 1 of 3
Associated Regulation:	
References: Missouri Sunshine Law: Section 610.010-610.200	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 07-27-2010	Last Revision: 09-21-2016

Three Rivers College values its transparency regarding official college documents. The college complies with the Missouri Sunshine Law and records are open and available to the public for inspection and copying. The Sunshine Law requires that each request for access to a public record be acted on no later than the end of the third business day following the date the request is received by the records custodian of the college. If access is denied, the records custodian must explain in writing and include a rationale of the denial, including the statute that authorizes the denial.

All requests for official college documents must be made in writing through the office of the college president. The college president is the official custodian of records for Three Rivers College. The college president makes every effort to inform the public of the state of the college as appropriate. If copies of records are requested, the college may charge a reasonable fee for research of records and copies. Copying shall not exceed the average hourly rate of pay for clerical staff of the college. The college may reduce or waive costs when it determines the request is made in the public interest and is not made for commercial purposes. The Missouri Sunshine Law further requires that if a request is made in a particular format, the custodian of records shall provide the records in that format if available.

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DOCUMENT HISTORY:

- 07-27-2010:** Initial approval of regulation GAR 1002 Request for College Documents.
- 02-02-2016:** Minor Revision to GAR 1002 Request for College Documents revised to GAP 1130 Request for College Documents due to addition of subsection number 1100 College operations to properly align section and subsection numbering system.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.