



SOUTHWESTERN COLLEGE

DIVISION OF HUMAN RESOURCES

Gloria Y. Chavez
Director of Employee Relations
and Title IX

Governing Board
Roberto Alcantar
Norma Cazares
Griselda Delgado
Tim Nader
Nora Vargas

May 23, 2019

David Washburn
The SWC Sun
Editorial Board
EIC@theswcsun.com

RE: Public Records Act Request

Dear Mr. Washburn:

Pursuant to the California Public Records Act (Government Code § 6250 *et seq.*), I respectfully request to obtain a copy of the following, which I have reason to believe are maintained by The Sun, as an authorized student organization operating within the Southwestern Community College District:

- Video footage, including audio, taken during the public meeting of the Southwestern Associated Student Organization on May 2, 2019.

If responsive documents are maintained in an electronic format, I respectfully request to receive the electronic files in their native format with all metadata intact. I ask for a determination on this request within 10 days of your receipt of it, and an even prompter reply if you can make a determination without having to review the record[s] in question.

If you determine that any or all of the information qualifies for an exemption from disclosure, I ask you to note whether the exemption is discretionary, and if so whether it is necessary in this case to exercise your discretion to withhold the information. Please provide a signed notification citing the legal authorities on which you rely if you determine that any or all of the information is exempt and will not be disclosed.

If I can provide any clarification that will help expedite your attention to my request, please contact me at gchavez@swccd.edu. I ask that you notify me of any duplication costs exceeding \$25 before you duplicate the records so that I may decide which records I want copied.

Thank you for your time and attention to this matter.

Sincerely,

Gloria Y. Chavez, Director of Employee Relations and Title IX
Southwestern College
gchavez@swccd.edu
619.482.6329