

311.0 - Records Request

Purpose:

The purpose of this Operational Procedure is to establish procedures to receive and respond to requests for records held by Bismarck State College.

Procedure:

Bismarck State College complies with all institutional, North Dakota University System, state, and federal regulations regarding records requests.

Anyone has the right to access and obtain copies of BSC's records. A request must reasonably identify specific records. The request can be made by any available medium - such as phone, email, mail - or in person, and does not have to be in writing.

When BSC receives a request for records, it must respond within a reasonable time, either by providing the records or by citing the legal authority for denying the request. What is reasonable depends on many factors, including the amount and type of records requested.

If asked, BSC must put a denial in writing. BSC can charge for providing records and may require payment of any estimated charges before fulfilling an open record request.

A request for information is not a request for a record. BSC has no obligation to respond to requests for information or to questions about its duties and functions, to explain its decisions or the content of any of its records, to create or compile records, or to convert existing records to another format.

1. North Dakota Century Code Open Records Requests

To inquire about a North Dakota Century Code Open Records request call 701-224-5431 or email bsc.president@bismarckstate.edu.

2. Personnel Records & Applications for Employment

To inquire about a personnel or application related records call 701-224-5531 or email bsc.humanresources@bismarckstate.edu.

3. Police Records

To inquire about a police record call 701-224-2700 or email bsc.safety@bismarckstate.edu.

4. Financial Records

To inquire about a financial record call 701-224-5432 or email bsc.accounting@bismarckstate.edu.

5. Freedom of Information Act (FOIA) Requests

To inquire about a Freedom of Information Act request call 701-224-5431 or email bsc.president@bismarckstate.edu.

5. Family Educational Right and Privacy Act (FERPA) Directory Requests

To inquire about a directory request call BSC Academic Records at 701-224-5420 or email bsc.records@bismarckstate.edu.

References:

[N.D.C.C. 44-04-18.10](#)

[N.D.C.C. 44-04-18.7](#)

[SBHE Policy: 311 Public Records](#)

[FOIA Improvement Act of 2016 \(Public Law No. 114-185\)](#)

[Family Educational and Privacy Rights Act \(FERPA\) 20 U.S.C. § 1232g; 34 CFR Part 99](#)

History of This Procedure:

First procedure: September 13th, 2024.

Approved by Campus Council October 9, 2024, Executive Council Working Group on September 13th, 2024, approved by John Carroll on September 13th, 2024.