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| POLICY NAME: | 304.02: Electronic Posting of Financial Data |
| EFFECTIVE: | 05-28-09 |
| SUPERSEDES: | New |
| SOURCE: | State Board of Education Resolution |
| CROSS REFERENCE: | 205.06(5) |

1. In addition to the information required to be electronically posted pursuant to State Board Policy 205.06, each college and institution of the Alabama Community College System shall electronically publish its “Operating Financial Data” as defined herein, prominently indexed and displayed on its principal website, and accessible to the public without the necessity of a password or registration.
2. “Operating Financial Data” shall include:
 - a. All grants and expenditures by the college or institution during the current fiscal year, specifying the amount, date, agency, funding source(s), grantee/payee, purpose, as well as an identifying number by which the grant or expenditure’s pertinent contract, invoice, purchase order or grant documents may be requested.
 - b. A list of all contracts for goods and/or services of any type entered into by the institution during the current fiscal year, including the name of the contractor, purpose, compensation, funding source(s), term of the contract, as well as an identifying number by which a copy of such contract and/or any payments made under such contract may be requested.
 - c. A list of all persons currently employed in any capacity by such institution, including each such person’s name, job title, salary grade and step or rate of pay, full or part time status, and date of original employment. Each institution shall also accompany such lists with all pertinent salary schedules.
 - d. Archives of the above-listed data categories for fiscal years as they are completed, starting with fiscal year 2007 and for each full fiscal year thereafter. Such archives shall be posted within ninety (90) days following the end of each fiscal year.
 - e. “Operating Financial Data” shall not include information which is required to be kept confidential by State or Federal law.
3. The Department of Postsecondary Education shall, in like manner, electronically publish its own “Operating Financial Data,” prominently indexed and displayed on its principal website, and accessible to the public without the necessity of a password or registration, as well as electronic links to each college and institution’s “Operating Financial Data.”
4. All “Operating Financial Data” shall be published in a format capable of being easily downloaded, searched, and sorted by software commonly available on consumer-owned personal computers over internet connections.