

Public Access to District Records

Subject to the limitation provided herein and as provided by law, full access to information concerning the administration and operations of the District shall be afforded to the public. Public access to District records shall be afforded according to appropriate administrative procedures.

A "Public record" includes any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form or characteristics. A "Writing" includes, but is not limited to, handwriting, typewriting, printing, photocopying, photographing and every means of recording, including letters, words, pictures, sounds or symbols or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents.

Public records of a school district do not include the personal notes and memoranda of staff that remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.

All requests to view or copy public records shall be made in writing to the Custodian of Records on a form provided by the district. The District shall either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of the request for examination or copying. If it is determined by the District that a longer period of time is needed to locate or retrieve the public records, the District shall so notify in writing the person requesting to examine or copy the records and shall provide the public records to the person no later than ten (10) working days following the person's request. If the District fails to respond, the request shall be deemed to be denied within ten (10) working days following the request. If the District denies the person's request for examination or copying the public records or denies in part and grants in part the person's request for examination and copying of the public records, the person legally responsible for administering the District or the District's designee shall notify the person in writing of the denial or partial denial of the request for the public record. The notice of denial or partial denial shall state that the attorney for the District has reviewed the request or shall state that the District has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. The notice of denial or partial denial also shall indicate the statutory authority for the denial and indicate clearly the person's right to appeal the denial or partial denial and the time periods for doing so.

If the record requested for inspection and/or copying contains both information exempted from disclosure and non-exempt information, the District shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.

Unless a person requesting the public record can demonstrate an inability to pay or that the public's interest or understanding of the operation or activities of the school district or its records would suffer by the assessment or collection of any fee, the District will charge 20¢ per copy. The custodian may require advance payment of the cost of copying. Further the District reserves the right to establish fees to recover the actual labor cost associated with the locating and copying of documents or records if the request is for more than one hundred (100) pages of paper records; or the request includes records from which nonpublic information must be deleted; or the actual labor associated with locating and copying documents for a request exceeds two (2) person hours.

The district reserves the right to copy in whatever manner is most expedient and efficient for the district.

Access to examine or copy public records may be only during regular business hours of 8:00 AM to 4:00 PM Monday through Friday (except holidays or school/office closures). Normally such viewing will be in the district office and records shall not be taken from the area designated for viewing or in any way altered.

Cross Reference: 1530      Records Available to Public

Legal Reference: Title 9, Chapter 3 Public Records

Policy History:

Adopted on: August 13, 2007

Revised on:

Prior Board Policy: VII(N) – Public Records