

## Community Relations

### ACCESS TO DISTRICT RECORDS

BP 1340

The Governing Board recognizes the right of members of the public to have access to public records of the district. The district shall provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of law. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law.

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a district-provided device or account or through an employee's or Board member's personal device or account.

The district may charge for copies of public records or other materials requested by individuals or groups, unless they are using their own personal equipment to reproduce the record. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

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#### *Policy Reference Disclaimer:*

*These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

#### **State**

5 CCR 430-438

CA Constitution Article 1, Section 3

Ed. Code 234.7

Ed. Code 35145

Ed. Code 35170

Ed. Code 35250

Ed. Code 41020

Ed. Code 42103

Ed. Code 44031

Ed. Code 44839

Ed. Code 49060-49079

#### **Description**

*Individual student records*

[Right of access to governmental information](#)

[Student protections relating to immigration and citizenship status](#)

[Public meetings](#)

[Authority to secure copyrights](#)

[Duty to keep certain records and reports](#)

[Requirement for annual audit](#)

[Publication of proposed budget; hearing](#)

[Personnel file contents and inspection](#)

[Medical certificates; periodic medical examination](#)

[Student records](#)

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<i>Ed. Code 49091.10</i>	<a href="#"><u>Parental review of curriculum and instruction</u></a>
<i>Gov. Code 3547</i>	<a href="#"><u>Proposals relating to representation</u></a>
<i>Gov. Code 53262</i>	<a href="#"><u>Employment contracts</u></a>
<i>Gov. Code 54957.2</i>	<a href="#"><u>Minute book record of closed sessions</u></a>
<i>Gov. Code 54957.5</i>	<a href="#"><u>Agendas and other writings distributed for discussion or consideration</u></a>
<i>Gov. Code 7920.000-7930.215</i>	<a href="#"><u>California Public Records Act</u></a>
<i>Gov. Code 81008</i>	<a href="#"><u>Political Reform Act, public records; inspection and reproduction</u></a>
<i>Gov. Code 8310.3</i>	<a href="#"><u>California Religious Freedom Act</u></a>
<b>Management Resources</b>	<b>Description</b>
<i>Attorney General Opinion</i>	64 Ops.Cal.Atty.Gen. 186 (1981)
<i>Attorney General Opinion</i>	71 Ops.Cal.Atty.Gen. 235 (1988)
<i>CA Office of the Attorney General Publication</i>	<a href="#"><u>Promoting a Safe &amp; Secure Learning Environment for All: Guidance &amp; Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, April 2018</u></a>
<i>CA Office of the Attorney General Publication</i>	California Department of Justice Guidelines for Access to Public Records, October 2017
<i>Court Decision</i>	<i>Sacramento County Employees' Retirement System v. Superior Court</i> (2011) 195 Cal. App. 4th 440
<i>Court Decision</i>	<i>Fairley v. Superior Court</i> , (1998) 66 Cal.App. 4th 1414
<i>Court Decision</i>	<i>International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County</i> , (2007) 42 Cal.4th 319
<i>Court Decision</i>	<i>Kleitman v. Superior Court</i> , (1999) 74 Cal.App. 4th 324
<i>Court Decision</i>	<i>Los Angeles County Board of Supervisors v. Superior Court</i> (2016) 2 Cal.5th 282
<i>Court Decision</i>	<i>Los Angeles Times v. Alameda Corridor Transportation Authority</i> , (2001) 88 Cal.App.4th 1381
<i>Court Decision</i>	<i>North County Parents Organization for Children with Special Needs v. Department of Education</i> , (1994) 23 Cal.App. 4th 144
<i>Court Decision</i>	<i>City of San Jose v. Superior Court</i> (2017) 2 Cal.5th 608
<i>CSBA Publication</i>	Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017
<i>League of California Cities Publication</i>	<i>The People's Business: A Guide to the California Public Records Act</i> , rev. April 2017
<i>Website</i>	<a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>
<i>Website</i>	<a href="#"><u>League of California Cities</u></a>
<i>Website</i>	<a href="#"><u>State Bar of California</u></a>
<i>Website</i>	<a href="#"><u>California Office of the Attorney General</u></a>
<i>Website</i>	<a href="#"><u>CSBA</u></a>

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#### Cross References

<b>Policy</b>	<b>Description</b>
0400	<a href="#"><u>Comprehensive Plans</u></a>
0420	<a href="#"><u>School Plans/ Site Councils</u></a>
0420	<a href="#"><u>School Plans/ Site Councils</u></a>
0440	<a href="#"><u>District Technology Plan</u></a>
0440	<a href="#"><u>District Technology Plan</u></a>
0450	<a href="#"><u>Comprehensive Safety Plan</u></a>
0450	<a href="#"><u>Comprehensive Safety Plan</u></a>
0460	<a href="#"><u>Local Control And Accountability Plan</u></a>
0460	<a href="#"><u>Local Control And Accountability Plan</u></a>
1100	<a href="#"><u>Communication With The Public</u></a>
1112	<a href="#"><u>Media Relations</u></a>
1113	<a href="#"><u>District And School Websites</u></a>
1113	<a href="#"><u>District And School Websites</u></a>
1113-E(1)	<a href="#"><u>District And School Websites</u></a>
1220	<a href="#"><u>Citizen Advisory Committees</u></a>
1220	<a href="#"><u>Citizen Advisory Committees</u></a>
1312.3	<a href="#"><u>Uniform Complaint Procedures</u></a>
1312.3	<a href="#"><u>Uniform Complaint Procedures</u></a>
1312.3-E(1)	<a href="#"><u>Uniform Complaint Procedures</u></a>
1312.3-E(2)	<a href="#"><u>Uniform Complaint Procedures</u></a>
1312.4	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
1312.4-E(1)	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
1312.4-E(2)	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
2121	<a href="#"><u>Superintendent's Contract</u></a>
3100	<a href="#"><u>Budget</u></a>
3100	<a href="#"><u>Budget</u></a>
3230	<a href="#"><u>Federal Grant Funds</u></a>
3230	<a href="#"><u>Federal Grant Funds</u></a>
3311	<a href="#"><u>Bids</u></a>
3311	<a href="#"><u>Bids</u></a>
3312	<a href="#"><u>Contracts</u></a>
3320	<a href="#"><u>Claims And Actions Against The District</u></a>
3320	<a href="#"><u>Claims And Actions Against The District</u></a>
3460	<a href="#"><u>Financial Reports And Accountability</u></a>
3460	<a href="#"><u>Financial Reports And Accountability</u></a>
3514.2	<a href="#"><u>Integrated Pest Management</u></a>
3516	<a href="#"><u>Emergencies And Disaster Preparedness Plan</u></a>
3516	<a href="#"><u>Emergencies And Disaster Preparedness Plan</u></a>
3543	<a href="#"><u>Transportation Safety And Emergencies</u></a>
3550	<a href="#"><u>Food Service/ Child Nutrition Program</u></a>
3550	<a href="#"><u>Food Service/ Child Nutrition Program</u></a>

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3551	<a href="#"><u>Food Service Operations/ Cafeteria Fund</u></a>
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3553	<a href="#"><u>Free And Reduced Price Meals</u></a>
3553	<a href="#"><u>Free And Reduced Price Meals</u></a>
3580	<a href="#"><u>District Records</u></a>
3580	<a href="#"><u>District Records</u></a>
4040	<a href="#"><u>Employee Use Of Technology</u></a>
4040-E(1)	<a href="#"><u>Employee Use Of Technology</u></a>
4112.5	<a href="#"><u>Criminal Record Check</u></a>
4112.5-E(1)	<a href="#"><u>Criminal Record Check</u></a>
4112.6	<a href="#"><u>Personnel Files</u></a>
4113.5	<a href="#"><u>Working Remotely</u></a>
4117.5	<a href="#"><u>Termination Agreements</u></a>
4119.23	<a href="#"><u>Unauthorized Release Of Confidential/ Privileged Information</u></a>
4119.42	<a href="#"><u>Exposure Control Plan For Bloodborne Pathogens</u></a>
4119.42	<a href="#"><u>Exposure Control Plan For Bloodborne Pathogens</u></a>
4119.42-E(1)	<a href="#"><u>Exposure Control Plan For Bloodborne Pathogens</u></a>
4140	<a href="#"><u>Bargaining Units</u></a>
4141	<a href="#"><u>Collective Bargaining Agreement</u></a>
4143.1	<a href="#"><u>Public Notice - Personnel Negotiations</u></a>
4143.1	<a href="#"><u>Public Notice - Personnel Negotiations</u></a>
4154	<a href="#"><u>Health And Welfare Benefits</u></a>
4154	<a href="#"><u>Health And Welfare Benefits</u></a>
4212.5	<a href="#"><u>Criminal Record Check</u></a>
4212.5-E(1)	<a href="#"><u>Criminal Record Check</u></a>
4212.6	<a href="#"><u>Personnel Files</u></a>
4213.5	<a href="#"><u>Working Remotely</u></a>
4217.5	<a href="#"><u>Termination Agreements</u></a>
4219.23	<a href="#"><u>Unauthorized Release Of Confidential/ Privileged Information</u></a>
4219.42	<a href="#"><u>Exposure Control Plan For Bloodborne Pathogens</u></a>
4219.42	<a href="#"><u>Exposure Control Plan For Bloodborne Pathogens</u></a>
4219.42-E(1)	<a href="#"><u>Exposure Control Plan For Bloodborne Pathogens</u></a>
4240	<a href="#"><u>Bargaining Units</u></a>
4241	<a href="#"><u>Collective Bargaining Agreement</u></a>
4243.1	<a href="#"><u>Public Notice - Personnel Negotiations</u></a>
4243.1	<a href="#"><u>Public Notice - Personnel Negotiations</u></a>
4254	<a href="#"><u>Health And Welfare Benefits</u></a>
4254	<a href="#"><u>Health And Welfare Benefits</u></a>
4312.1	<a href="#"><u>Contracts</u></a>
4312.5	<a href="#"><u>Criminal Record Check</u></a>
4312.5-E(1)	<a href="#"><u>Criminal Record Check</u></a>
4312.6	<a href="#"><u>Personnel Files</u></a>

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4313.5	<a href="#"><u>Working Remotely</u></a>
4317.5	<a href="#"><u>Termination Agreements</u></a>
4319.23	<a href="#"><u>Unauthorized Release Of Confidential/Privileged Information</u></a>
4319.42	<a href="#"><u>Exposure Control Plan For Bloodborne Pathogens</u></a>
4319.42	<a href="#"><u>Exposure Control Plan For Bloodborne Pathogens</u></a>
4319.42-E(1)	<a href="#"><u>Exposure Control Plan For Bloodborne Pathogens</u></a>
4340	<a href="#"><u>Bargaining Units</u></a>
4354	<a href="#"><u>Health And Welfare Benefits</u></a>
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5020	<a href="#"><u>Parent Rights And Responsibilities</u></a>
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5125	<a href="#"><u>Student Records</u></a>
5125	<a href="#"><u>Student Records</u></a>
5125.1	<a href="#"><u>Release Of Directory Information</u></a>
5125.1	<a href="#"><u>Release Of Directory Information</u></a>
5125.1-E(1)	<a href="#"><u>Release Of Directory Information</u></a>
5125.3	<a href="#"><u>Challenging Student Records</u></a>
5141.6	<a href="#"><u>School Health Services</u></a>
5141.6	<a href="#"><u>School Health Services</u></a>
5145.13	<a href="#"><u>Response To Immigration Enforcement</u></a>
5145.13	<a href="#"><u>Response To Immigration Enforcement</u></a>
5145.3	<a href="#"><u>Nondiscrimination/Harassment</u></a>
5145.3	<a href="#"><u>Nondiscrimination/Harassment</u></a>
5148.3	<a href="#"><u>Preschool/Early Childhood Education</u></a>
5148.3	<a href="#"><u>Preschool/Early Childhood Education</u></a>
6143	<a href="#"><u>Courses Of Study</u></a>
6143	<a href="#"><u>Courses Of Study</u></a>
6161.1	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.1	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.1-E(1)	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6162.5	<a href="#"><u>Student Assessment</u></a>
6162.51	<a href="#"><u>State Academic Achievement Tests</u></a>
6162.51	<a href="#"><u>State Academic Achievement Tests</u></a>
6163.1	<a href="#"><u>Library Media Centers</u></a>
7110	<a href="#"><u>Facilities Master Plan</u></a>
7214	<a href="#"><u>General Obligation Bonds</u></a>
7214	<a href="#"><u>General Obligation Bonds</u></a>
9010	<a href="#"><u>Public Statements</u></a>
9011	<a href="#"><u>Disclosure Of Confidential/Privileged Information</u></a>
9012	<a href="#"><u>Board Member Electronic Communications</u></a>
9124	<a href="#"><u>Attorney</u></a>
9200	<a href="#"><u>Limits Of Board Member Authority</u></a>
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9270-E(1)	<a href="#"><u>Conflict Of Interest</u></a>
9310	<a href="#"><u>Board Policies</u></a>
9320	<a href="#"><u>Meetings And Notices</u></a>
9321	<a href="#"><u>Closed Session</u></a>
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9321-E(2)	<a href="#"><u>Closed Session</u></a>
9322	<a href="#"><u>Agenda/ Meeting Materials</u></a>
9324	<a href="#"><u>Minutes And Recordings</u></a>

#### **Policy**

**Adopted:** September 12, 1995

**Revised:** 3/15; 7/17; 3/24

**PASADENA UNIFIED SCHOOL DISTRICT**

Pasadena, California