

**PUBLIC INFORMATION PROGRAM:
ACCESS TO PUBLIC INFORMATION
GBA (REGULATION)**

REQUESTS FOR INFORMATION

Persons desiring to review documents maintained by the District and classified as Public Information may submit their requests, in writing, on forms provided by the District [see GBA (EXHIBIT)], or in any other written manner that sets forth the required information. The request must properly identify the document, or documents, to be inspected.

The requestor's name and address must appear on the request. A photo identification card, such as a driver's license, may be required to verify the person's identity.

Requests will be handled in the order in which they are received.

FEES

A schedule of charges for any requested copies of records will be made available to all persons requesting records. If the cost of copies will exceed \$40, the District will prepare a written estimate of charges and the availability of any less expensive method for viewing the information. If an estimate of charges is necessary, the copies will be made available only if the requestor responds in writing within ten days to indicate that he or she modifies the request or is willing to accept the charges and still wants the copies as originally requested. Payment must be made to the officer for public records.

DOCUMENTS UNAVAILABLE

In the event the requested documents are in active use or in storage and, therefore, are not available at the time the request to review documents is submitted, the Superintendent or designee will notify the requestor in writing and set a date and hour when the requested materials will be available for inspection. If the requested documents cannot be made available within ten business days after receipt of the request, the Superintendent or designee will notify the requestor of that fact in writing and set a date and hour within a reasonable time when the information will be available.

DESIGNATED INSPECTION AREA AND HOURS

Persons inspecting documents may do so only in a designated inspection area, with a District employee available for assistance. Documents may be inspected during regular school hours.

COPY LIMIT

The Superintendent or designee may limit the number of pages that can be copied and supplied during a person's visit if the number of copies requested is beyond the reasonable capacity of the available personnel and machines. Copies in excess of the number available during a single visit will be made and mailed to the requestor.

Approved – October 2006