

Policy 1340 Access to District Records

Status: ADOPTED

Original Adopted Date: 05/15/2024

Last Revised Date: 05/15/2024

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.

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

Ed. Code 49091.10

Gov. Code 3547

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](#)

[Parental review of curriculum and instruction](#)

[Proposals relating to representation](#)

Gov. Code 53262
Gov. Code 54957.2
Gov. Code 54957.5

Gov. Code 7920.000-7930.215
Gov. Code 81008

Gov. Code 8310.3

Management Resources

Attorney General Opinion
Attorney General Opinion
CA Office of the Attorney General
Publication

CA Office of the Attorney General
Publication

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

CSBA Publication

League of California Cities Publication

Website

Website

Website

Website

Website

Cross References

Code

0400

0420

0420

0440

0440

0450

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[Employment contracts](#)

[Minute book record of closed sessions](#)

[Agendas and other writings distributed for discussion or consideration](#)

[California Public Records Act](#)

[Political Reform Act, public records; inspection and reproduction](#)

[California Religious Freedom Act](#)

Description

64 Ops.Cal.Atty.Gen. 186 (1981)

71 Ops.Cal.Atty.Gen. 235 (1988)

[Promoting a Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, April 2018](#)

California Department of Justice Guidelines for Access to Public Records, October 2017

Sacramento County Employees' Retirement System v. Superior Court (2011) 195 Cal. App. 4th 440

Fairley v. Superior Court, (1998) 66 Cal.App. 4th 1414

International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, (2007) 42 Cal.4th 319

Kleitman v. Superior Court, (1999) 74 Cal.App. 4th 324

Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282

Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4th 1381

North County Parents Organization for Children with Special Needs v. Department of Education, (1994) 23 Cal.App. 4th 144

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

The People's Business: A Guide to the California Public Records Act, rev. April 2017

[CSBA District and County Office of Education Legal Services](#)

[League of California Cities](#)

[State Bar of California](#)

[California Office of the Attorney General](#)

[CSBA](#)

Description

[Comprehensive Plans](#)

[School Plans/Site Councils](#)

[School Plans/Site Councils](#)

[District Technology Plan](#)

[District Technology Plan](#)

[Comprehensive Safety Plan](#)

[Comprehensive Safety Plan](#)

[Local Control And Accountability Plan](#)

[Local Control And Accountability Plan](#)

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1113-E(1)	District And School Websites
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1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
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1312.4-E(1)	Williams Uniform Complaint Procedures
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