

Liberty Union High School District

Board Policy

Classification: Community

Policy No. **BP1340**

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Effective 6-10-93

Revised

Subject: Access to District Records

Any person shall have reasonable access, during normal business hours, to the public records of the schools and district. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

The district may charge for copies of public records or other materials requested by individuals or groups. The charge, based on actual costs of duplication, shall be determined by the Superintendent or designee.

Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other statutes.

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125.1 - Release of Director Information)

(cf. 9321 - Closed Sessions)

Legal Reference:

Education Code

35145 Public Meetings

35170 Authority to secure copyrights

35250 Duty to keep certain records and reports

42103 Publication of proposed budget; hearing

44031 Personnel file contents and inspections

44839 Medical certificates; periodic examination (re. Access to medical certificate in personnel file)

49060-49079 Pupil Records

52015(g) Ongoing evaluation and modification of school improvement plans

52015.5 Availability of information required by Education Code 52015(g)

52850 Applicability of article (school-based coordinated program plan availability)

54722 Application of article (Motivation and maintenance program plan availability)

Code of Regulations, Title 5

430-438 Individual pupil records

4061 Availability of evaluation information

Government Code

3547 Proposals relating to representation

6250-6268 California Public Records Act

53262 Employment contracts

54957.2 Minute book record of closed sessions

54957.5 Agendas and other writings distributed for discussion or consideration

81008 Public records; inspection and reproduction

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