

Board of Trustees Douglas County School District

OPERATIONS

PUBLIC RECORDS

Douglas County School District (DCSD) Board of Trustees recognizes the public's right to access public records. DCSD will respond to a request to access its public records in compliance with public disclosure laws, this Policy, and applicable Regulations.

Definition: "Public record" means information that is created or received pursuant to a law or ordinance, or in connection with the transaction of official business of any office or department of a local government entity, including, without limitation, all documents, papers, letters, bound ledger volumes, maps, charts, blueprints, drawings, photographs, films, newspapers received pursuant to NRS 247.070, recorded media, financial statements, statistical tabulations and other documentary materials or information, regardless of physical form or characteristic.

The term does not include:

1. Extra identical copies of documents created only for convenience of reference or research by DCSD officers and employees.
2. Drafts, notes, journals, diaries, and similar documents created by a DCSD officer or employee for his or her own personal convenience.
3. Blank forms, stocks or publications, and library and museum materials acquired solely for the purposes of reference or display.
4. Copies of documents in any media furnished to the public under the Nevada Public Records Act.
5. Student education records, subject to limited exceptions.

The term "public record" does not include a copy of a "public record" provided in response to a request, whether provided in paper or electronic formats. That is, there is no obligation to provide, as a public records request, documents previously provided in response to a valid public records request.

A request under Nevada Public Records Act must be for an identifiable record. The Act does not require DCSD to create data or generate new documents to respond to a public records request.

Access to student records is primarily controlled by the Family Educational Rights and Privacy Act of 1974 (FERPA).

The Superintendent/Designee will authorize the inspection and copying of records in accordance with all applicable laws, this Policy, and applicable Regulations.

DCSD staff will follow all applicable laws, this Policy, and applicable Regulations regarding release of information about students, personnel and DCSD programs.