

ADMINISTRATIVE REGULATION

No. 815

**Board of Trustees
Douglas County School District**

OPERATIONS

PUBLIC RECORDS

Public Records Custodians

For each school within the Douglas County School District (DCSD), the site administrator will serve as the public records custodian for his/her respective school and will be responsible for the maintenance of records in accordance with DCSD policy. At all other sites, the public records custodian will be the Superintendent or his/her Designee. The public records custodian will permit the public access to, and copying of, the public records of DCSD records with either general or specific authorization from the Superintendent/Designee as the public records coordinator for DCSD.

DCSD staff will provide full assistance to members of the public making inquiries or requests related to DCSD records. Staff will locate and produce for inspection requested records which are not exempt from disclosure, and which have been sufficiently identified in a request for inspection.

The Superintendent and site custodian will have authority to impose reasonable conditions on the manner of inspection of records so as to minimize damage or disorganization of the records, and to prevent excessive interference with other essential operations of DCSD. Public records of DCSD will be available during office hours for inspection by any person, and may be copied using the following guidelines:

Public Records

1. The public records custodian shall, by law, respond to oral or written requests to inspect or copy a public record within five (5) business days after the request is received. The employee receiving the request will date stamp the request.
2. If the record cannot be made available within five (5) business days, the public records custodian will notify the requester in writing that the record cannot be made available within five (5) business days and state the date and time when the public records custodian reasonably believes the record will be available.
3. The public records custodian will make a reasonable effort to assist the requester to focus the request in such a manner as to maximize the likelihood

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that the requester will be able to inspect, copy or receive a copy of the public record as expeditiously as possible

4. If the office does not have legal custody or control of the record, the requestor will be notified in writing and given the location (if known) where the record may be located.
5. An electronic copy will be available. A paper copy may be made available upon request at a charge of \$0.05 per copy. DCSD will not charge a fee for providing a paper copy of a public record if a specific state statute or regulation requires DCSD to provide a paper copy without charge.
6. DCSD will post a legible sign or notice which states the fee DCSD charges to provide a copy of a public record in a conspicuous place in each site office that provides copies of a public record.

All or a portion of a fee may be waived if a written policy is adopted concerning waivers, and the policy or sign delineating fees is posted in a conspicuous place at each DCSD office that provides copies of public records.

Confidential Records

1. Confidential records are those declared confidential by applicable law, including, but not limited to, NRS 239.010(1), NRS 239.0105, and the Family Educational Rights and Privacy Act.
2. Confidential employee records are those, by Nevada laws or regulations, including, but not limited to, Title 23 of the Nevada Revised Statutes, and NAC Chapters 284 and 288.
3. If the record is confidential, the requestor will be notified in writing and given the applicable authority that designates the record as confidential. If the employee responding to the request is unsure whether the record is confidential, he/she will refer the question to the Superintendent/Designee.
4. Records which contain confidential information will be provided if the confidential information can be redacted, deleted, concealed or separated from non-confidential information.

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5. For student records pertaining to the Family Educational Rights and Privacy Act (FERPA), see DCSD Board Policy 516 and related Administrative Regulations 516, 516(a), and 516(b).

Adopted: 08-09-2022