Access to District Records

Adopted: 02/03/1998 **| Last Revised:** 10/21/2025 **| Last Reviewed**: n/a

The Board of Education 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, and procedures established by the Superintendent.

The district may charge for requested copies of public records or other materials by individuals or groups. The charge, as permitted by law, shall be determined by the Superintendent or designee and specified in the accompanying Board rule.

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 laws.

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.

In order to help maintain the security of the 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.

Legal References:

STATE

CALIFORNIA CODE OF REGULATIONS
5 CCR 430-438 Individual student records

CA CONSTITUTION
Article 1, Section 3 Right of access to governmental information

EDUCATION CODE
234.7 Student protections relating to immigration and citizenship status
35145 Public meetings
35170 Authority to secure copyrights
35250 Duty to keep certain records and reports
35266 Cybersecurity
41020 Requirement for annual audit
42103 Budget notification
44031 Personnel file contents and inspection
44839 Medical certificates; periodic medical examination
49060-49079 Student records
49091.10 Parental review of curriculum and instruction

GOVERNMENT CODE
11549.3 Office of Information Security
3547 Proposals relating to representation

53262 Employment contracts
54957.2 Minute book record of closed sessions
54957.5 Agendas and other writings distributed for discussion or consideration
6205-6210 Address confidentiality; victims of domestic violence, sexual assault, stalking, human trafficking, child abduction, and elder and dependent adult abuse
6215-6216 Address confidentiality; reproductive health care providers, employees, volunteers, patients, and other individuals who face threats or violence
7920.000-7930.215 California Public Records Act
81008 Political Reform Act, public records; inspection and reproduction
8310.3 California Religious Freedom Act
8550-8669.7 California Emergency Services Act
8586.5 Office of Emergency Services; California Cybersecurity Information Center

FEDERAL

UNITED STATES CODE
20 USC 1232g Family Educational Rights and Privacy Act (FERPA) of 1974
CODE OF FEDERAL REGULATIONS
34 CFR 99.1-99.8 Family Educational Rights and Privacy Act

MANAGEMENT RESOURCES

ATTORNEY GENERAL OPINION
64 Ops.Cal.Atty.Gen. 186 (1981)
71 Ops.Cal.Atty.Gen. 235 (1988)
CA OFFICE OF THE ATTORNEY GENERAL PUBLICATION
Promoting a Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, December 2024
Summary of the California Public Records Act, August 2004
California Department of Justice Guidelines for Access to Public Records, October 2017
COURT DECISIONS
National Lawyers Guild, San Francisco Bay Area Chapter v. City of Hayward (2020) 9 Cal.5th 488
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
CSBA PUBLICATION
Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017
LEAGUE OF CALIFORNIA CITIES PUBLICATION
The People's Business: A Guide to the California Public Records Act, rev. April 2017
WEBSITE
CSBA District and County Office of Education Legal Services https://legalservices.csba.org/
League of California Cities http://www.cacities.org/
State Bar of California http://www.calbar.ca.gov/
California Office of the Attorney General http://oag.ca.gov/
CSBA http://www.csba.org/

Policy Adopted: 02/03/1998
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Revised: 06/03/2003 (technical)

Revised: 04/04/2006 (technical)
Revised: 05/19/2009
Revised: 10/21/2025