

Community Relations

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.

(cf. 4112.6/4212.6/4312.6 - Personnel Records)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records; Confidentiality)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Sessions)

Legal Reference: (see next page)

Access to District Records (continued)

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 medical examination
(re access to medical certificate in personnel file)
- 49060-49078 Pupil Records
- 52015(g) Ongoing evaluation and modification of school
improvement plans
- 52015.5 Availability of information required by E.C.
- 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
- 54957.2 Minute book record of closed sessions
- 54957.5 Agendas and other writings distributed for
discussion or consideration
- 71 Ops. Cal. Atty. Gen. 235 (1988)

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Requests for access to district records shall be placed with the Superintendent of designee.

Copies

Any person may receive a copy of any identifiable public record. Upon request, an exact copy shall be provided unless it is impracticable to do so. (Government Code 6256)

Copies shall be furnished at the cost of 25¢ per page.

Computer data shall be provided in a form determined by the Superintendent or designee.

Within ten days of receiving any request for a copy of records, the Superintendent or designee shall determine whether to comply with the request and shall immediately inform the person making the request of his/her determination and the reasons for it. (Government Code 6256)

The ten-day limit may be extended for up to ten additional working days in unusual circumstances and with proper notice. (Government Code 6256.1)

Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government code 6256.2)

Regulation

Approved: September 1990

Revised: April 2004