

ACCESS TO DISTRICT RECORDS

The Board of Education recognizes the right of citizens to have access to public records of the District. The Board intends the District to provide any person reasonable access to the public records of the schools and District during normal business hours and within the requirements of state and federal law. 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 shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

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

School Directory

All school District personnel lists or directories of staff or students are compiled for use in carrying on normal school business. Such lists or directories may not be used or reproduced for any purpose other than normal school business without the written permission of the Superintendent.

- (cf. 3553 - Free and Reduced Price Meals)*
- (cf. 4112.6/4212.6/4312.6 - Personnel Files)*
- (cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)*
- (cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*
- (cf. 5020 - Parent Rights and Responsibilities)*
- (cf. 5125 - Student Records)*
- (cf. 5125.1 - Release of Directory Information)*
- (cf. 6162.5 - Student Assessment)*
- (cf. 9011 - Disclosure of Confidential/Privileged Information)*
- (cf. 9321 - Closed Session Purposes and Agendas)*

Legal Reference: (see next page)

ACCESS TO DISTRICT RECORDS

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)*
- 49060-49079 *Pupil records*
- 49091.10 *Parental review of curriculum and instruction*
- 52015 *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 Program Coordination Plan availability)*
- 54722 *Application of article (Motivation and maintenance program Plan availability)*

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*

CODE OF REGULATIONS, TITLE 5

- 430-438 *Individual pupil records*
- 4061 *Availability of evaluation information*

COURT DECISIONS

- Fairley v. Superior Court*, 66 Cal.App. 4th 1414 (1998)
- North County Parents Organization for Children with Special Needs v. Department of Education*, 23 Cal.App. 4th 144 (1994)

ATTORNEY GENERAL OPINIONS

- 71 *Ops.Cal.Atty.Gen.* 235 (1988)
- 64 *Ops.Cal.Atty.Gen.* 186 (1981)

Policy
Adopted: September 11, 2000

BREA OLINDA UNIFIED SCHOOL DISTRICT
Brea, California