



Subject: Access to School Records

Policy #1000-1

Policy:

The Governing Board recognizes the right of citizens to have access to public records of the school. The Board intends the school to provide any person reasonable access to the public records of the schools ~~and~~ school 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 school 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 Director or designee and as specified in procedures.

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

Procedure:


Records Open to the Public

Public records include any writing containing information relating to the conduct of the school's business prepared, owned, used, or retained by the school regardless of physical form or characteristics.

A member of the public includes any person, except a member, agent, officer, or employee of the school acting within the scope of his/her office or employment. Governing Board members are entitled to access to public records permitted by law in the administration of their duties, and, as to other public records, on the same basis as any other person.

Records to which the public shall have access include but are not limited to:

1. The proposed and approved budgets
2. Statistical compilations
3. Reports and memoranda
4. Notices and bulletins
5. Minutes of public meetings

First Reading 

Second Reading 

Adopted 12/11/14