

**A. Definition**

“Record” means any material on which written, drawn, printed, spoken, or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. “Record” includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts and optical disks. “Record” does not include drafts, notes, preliminary computations and like materials prepared for the originator’s personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at public library.

**B. Records Requests**

1. Any person has a right to inspect a District record and to make or receive a copy of any record as provide in state law. Records specifically exempted from disclosure by state or federal law or authorize to be exempted from disclosure under these procedures. These records include, but are not necessarily limited to, student records, certain types of District employees and individuals holding local public office in the District, computer programs and data, contractor’s records, identities of certain applicants for public positions, and records or any portion of a record qualifying as a common law trade secret.
2. A request to inspect or copy a record shall be made to the legal custodian of the records. The request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. No request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. However, if security reasons or federal law so dictate, identification may be required. Mail requests, if approved, may require a fee prepayment.
3. The custodian of records, upon request for any record, shall, as soon as practicable and without delay, either fill the request of notify the requester of the denial of the request.
4. A request for a record may be denied as described in these procedures. The custodian of records may deny access to a record, in whole or in part, only if he/she determines that the harm to the public through disclosure of the record outweighs the public benefit of aces to the record. The custodian of records is authorized and encouraged to consult with the District’s legal counsel in making such a determination.
  - a. Oral requests may be denied, orally unless a demand for a written statement of the reasons denying the request is made by the requester within five business days of the oral denial
  - b. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for the denial. Written denials must include a

statement informing the requester that the denial may be reviewed by a court of mandamus under state law, or upon application to the Attorney General or a District attorney.

5. Records will be available for inspection and copying during all regular office hours.
6. A requester shall be permitted to use facilities comparable to those available to District employees to inspect copy or abstract a record.
7. The custodian of records may require supervision of the requester during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.
8. A requester shall be charged a fee for the cost of copying and locating records as follows:
  - a. The fee for photocopying shall be set from time to time by the District Administrator.
  - b. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.
  - c. The actual full cost of providing a copy of other records not on printed form on paper, such as films, computer printouts and audio or videotapes shall be charged.
  - d. If mailing or shipping is necessary, the actual cost thereof shall also be charged.
  - e. There shall be no charge for locating a record unless the actual cost therefore exceeds \$50.00 in which case the actual cost shall be determined by the custodian of records and billed to the requester.
  - f. The custodian of records shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.00.
  - g. Elected officials and employees of the District shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.
  - h. The custodian of records may provide copies of a record without charge or at a reduced charge where he/she determines that waiver or reduction of the fee is in the public interest.

#### C. Records Retention

1. District records shall be kept for a period of time specified in the records retention schedule adopted by the Board of Education.
2. Records that no longer serve a useful, business, educational or historical purpose shall be destroyed subject to the limitations of applicable laws.