

**ACCESS TO DISTRICT RECORDS**

The Board of Trustees 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.

All requests from the public for information requiring compilation time and/or research shall be made in writing to the Superintendent or designee. Staff members shall respond within ten business days to the individual making such a request advising how the request will be handled. Due to limited financial and personnel resources, staff members shall not produce custom-tailored reports for members of the public. Staff members will follow provisions of the State Public Records Act regarding identifiable public records.

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

(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)

Reference: Education Code Sections 3514, 35170, 35250, 42103, 44031, 44839, 49060-49079, 49091.10, 52015, 52015.5, 52850, and 54722; Government Code 3547, 5250-6270, 5275-6276.48, 53262, 54957.2, 54957.5, 81008; Code of Regulations, Title 5, 430-438; and Attorney General Opinions 71, Ops. Cal. Atty. Gen. 234 (1988), 64 Ops. Cal. Atty. Gen. 235 (1988), and 64 Ops. Cal. Atty. Gen 186 (1981)

Policy adopted: September 6, 2005