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| Book             | Policy Manual  |
| Section          | 1000 COMMUNITY RELATIONS   |
| Title            | Access to District Records 10-04-2022  |
| Code             | BP 1340  |
| Status           | Under Review/Revision  |
| Cross References | BP 4112.6 - Personnel Records<br>BP 4119.23 - Unauthorized Release of Confidential Information<br>BP 4212.6 - Personnel Records<br>BP 4219.23 - Unauthorized Release of Confidential/Privileged Information<br>BP 4312.6 - Personnel Records<br>BP 4319.23 - Unauthorized Release of Confidential/Privileged Information<br>BP 5125 - Student Records<br>BB 9011 - Confidential Information<br>BB 9321 - Executive Sessions<br>E 1340 - Public Records Request<br>AR 1340 - Access to District Records |
| Last Reviewed    | November 5, 2018   |

The School Board recognizes that state policy provides broad public access to District records. Public access shall not be given to records exempt from public disclosure by state or federal law or by the Board based on the need of the District to maintain confidential information.

Any person shall have reasonable access, during regular business hours, to the public records of the schools and District. The Superintendent shall establish regulations to authorize and facilitate public access to District records in accordance with law, to protect the security of District records, and to prevent interference with regular District operations.

The District **may shall** charge for copies of public records or other materials requested by individuals or groups and such records shall be provided to the requesting party within three days of receipt of the written request. (E 1340 Public Records Request). The charge, based on actual costs of preparation and duplication, shall be determined by the Superintendent. Costs for production of items resulting in nominal charges may be waived by the Superintendent.