



Book	Policy Manual
Section	1000 COMMUNITY RELATIONS
Title	Access to District Records
Code	BP 1340
Status	Second Reading and Action
Cross References	BP 4112.6 - Personnel Records BP 4119.23 - Unauthorized Release of Confidential Information BP 4212.6 - Personnel Records BP 4219.23 - Unauthorized Release of Confidential/Privileged Information BP 4312.6 - Personnel Records BP 4319.23 - Unauthorized Release of Confidential/Privileged Information BP 5125 - Student Records BB 9011 - Confidential Information BB 9321 - Executive Sessions E 1340 - Public Records Request 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 will 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 will have reasonable access, during regular business hours, to the public records of the schools and District. The Superintendent will 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 will charge for copies of public records or other materials requested by individuals or groups and such records will be provided to the requesting party within ten days of receipt of the written request. (E 1340 Public Records Request). The charge, based on actual costs of preparation and duplication, will be determined by the Superintendent. Costs for production of items resulting in nominal charges may be waived by the Superintendent.