

## **Public Access to District Records**

Access to records concerning the administration and operations of the district will be provided to the public as required by the Public Records Act. The purpose of this access is to maintain the public's confidence in the fairness of governmental processes, promote an informed and involved citizenry, and protect the community's interest in the control of its School District. The Board also resolves to preserve the public's trust in the efficient administration of government, and acknowledges the privacy rights of individuals whose records may be maintained by the District. Appropriate exemptions will be applied to records.

### **Definitions**

A "public record" includes any "writing" containing information relating to the conduct of the school district or the performance of any governmental or proprietary function prepared, owned, used, or retained by the school district regardless of physical form or characteristics.

A "writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

### **Common Records to be Made Readily Available**

The superintendent or designee will identify the records most commonly requested and will make such records available on the District website.

### **Maintenance of Indexes**

Because a large volume of public records is continuously generated and filed by the various offices and schools dispersed throughout the district, the Board finds that developing and maintaining a single index of these records would be impracticable and unduly burdensome on the District. However, any indexes of records that are maintained by the individual offices shall be made available to members of the public upon request.

### **Costs of Producing Records**

The Board finds that it would be unduly burdensome to calculate the actual costs of providing copies of public records, given the multiple electronic and manual devices used to do so, as well as the fluctuating costs of District supplies, equipment, and labor. Therefore, rather than charging actual costs of copying records, the District will charge the amounts authorized by statute.

The District retains the discretion to waive copying and other charges assessed for requests. Charges shall be waived in circumstances including, but not limited to, the following: a) a student enrolled in the District requests records in connection with a research project assigned in a District course; b) a requestor states a financial hardship; and c) the cost of processing payments exceeds the costs associated with the request.

