

POLICY: KBG-R

Approved: June, 2002

Reviewed:

Revised:

PROCEDURES FOR ACCESS TO PUBLIC RECORDS

Individuals may have access to public records maintained by the School District in accordance with State law and the procedures outlined below.

A. Legal Custodian of Records

The Board has designated the following individual as legal custodian of records for the District: District Administrator. The legal custodian is responsible for the maintenance of all District records under his/her charge and is vested with full legal power to render decisions and carry out the duties of school authorities under the public records and property law.

B. Accessibility of Records

1. Public records will be available for inspection and copying during regular school office hours: 8:00 a.m. to 4:00 p.m.
2. A requester shall be permitted to use facilities comparable to those available to District employees to inspect or copy a record.
3. The legal custodian of records or his/her designee may require supervision of the requester during inspection or may impose other reasonable restrictions to maintain the security of the record.

C. Record Requests

1. All requests to inspect or copy a public record shall be made to the legal custodian of records or his/her designee. The request must reasonably describe the requested record or the information requested. Record requests must be in writing.
 - a. Except as noted in (c) below, no request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request.
 - b. Except as noted in (c) below, no request may be refused because the request is received by mail, unless prepayment of a fee is required.
 - c. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or Federal law or regulations so require.

D. Fees

A requester shall be charged a fee for the cost of copying and locating records as follows:

1. The fee for photocopying shall be 15¢ for each side of a page. The legal custodian of records or his/her designee may waive the fee in the interests of the District.

2. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.
3. The actual full cost of providing a copy of other records not in printed form on paper such as films, computer printouts and audio or videotapes shall be charged.
4. If mailing or shipping is necessary, the actual cost thereof shall also be charged.
5. There shall be no charge for locating a record unless the actual cost exceeds \$50.00 in which case the entire actual cost shall be imposed upon the requester.
6. The legal custodian of records or his/her designee shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.00.
7. 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.
8. The legal custodian of records or his/her designee may not sell or rent a record containing an individual's name or address of residence, unless specifically authorized by State law. The collection of fees as outlined above is not a sale or rental under these procedures.

CROSS REFERENCE:

~~Policy JR, Student Records Policy and Procedures~~
Policy JO, Student Records