

## DISCLOSURE OF PUBLIC RECORDS

From time to time, District administration is requested to disclose public records and provide copies of public records. The following procedures address disclosure of public records.

1. All bound and indexed documents produced by the District are available for public inspection and may be copied upon request. These include operating manuals, general reports, handbooks, guides, procedures, policies, regulations, job descriptions and budgets.
2. Public records are available to any person for inspection and copying unless covered by the exemption section of this procedure.
3. District equipment may be accessible to any person for copying public records except when this would unreasonably disrupt operations of the District.
4. Public records are available for inspection and copying during customary office hours of the District.
5. No fee is charged for inspection of public records. Charges for copying documents, computer disks, etc. shall not exceed costs of reimbursement to the District for its actual labor and supplies.
6. All requests for access for copying of District public records shall be made to the superintendent's secretary. Requests for building public records should be made to the building principal. All requests must be in writing using the appropriate form. ([Request Public Information](#))
7. Copies will be available within a reasonable amount of time following receipt of a written request.
8. If the request for information requires staff research time, the administrator will decide whether to release staff to do research to produce new documents. This decision is to be predicated on time and existing workload.
9. Exemptions:
  - a) Personal information maintained for students.
  - b) Personal information maintained for employees or appointed or elected officials of the District to the extent that disclosure would violate their right to privacy.
  - c) Data used to administer an employment or academic examination.
  - d) Real estate appraisals made for the District for acquisition of property, but for no more than three years after the appraisal.
  - e) Preliminary drafts, notes, recommendations, intra-district memoranda in which opinions are expressed or policies formulated. These become not exempt when publicly connected with any district action. Reviewing transportation services.
  - f) Records relevant to controversy not available to another party under the rules of pretrial discovery for cases pending in District Court.
10. Refusal to allow inspection in whole or part shall include a statement of specific exemption authorizing withholding of the record.
11. Fees:
  - a) Copy of Board minutes – 15 cents per page.
  - b) Copy of other materials – 25 cents per page
  - c) No charge for copy emailed to requester
  - d) If mailing is involved, actual postage cost will be charged.
  - e) The District will charge the actual costs, directly incident to fulfilling a records request in the most cost-efficient and timely manner possible, including but not limited to the time required to gather the requested information.
  - f) If the requested material does not exist and the District agrees to provide it in the form requested, time spent creating the requested material shall be charged at the employee's regular hourly rate of pay.