

ACCESS TO DISTRICT RECORDS

Any person shall have reasonable access, during normal business hours, to the public records of the schools and District. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

The District will charge for copies of public records or other materials requested by individuals or groups. The charge shall be 25 cents per page.

Agendas for scheduled meetings of the Board of Trustees are available for review by the public at the District Office and each school site on the Friday before each scheduled Board meeting. Individuals and/or groups requesting a complete school board meeting agenda must submit a request in writing, with payment in advance, for a specific meeting agenda or a one year subscription. The fee for one complete agenda is \$.25 per page; a one-year subscription shall be \$500.00

All requests from the public for information requiring compilation time and/or research shall be made in writing to the Superintendent or designee. Staff shall respond within ten days to the individual making such a request advising how the request will be handled. In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requestor and setting forth the reasons for the extension and date on which a determination is expected to be made. In compliance with the California Public Records Act, staff shall not produce custom-tailored reports for members of the public.

Staff will follow provisions of the state Public Records Act regarding identifiable public records.

Cost of copies of electronic/digital/video and/or audio files shall be determined on an individual project basis.

Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other statutes.

Legal Reference: (See next page)

ACCESS TO DISTRICT RECORDS (continued)

Legal Reference:

EDUCATION CODE

- 35145 *Public meetings*
- 35170 *Authority to secure copyrights*
- 35250 *Duty to keep certain records and reports*
- 42103 *Publication of proposed budget; hearing*
- 44031 *Personnel file contents and inspections*
- 44839 *Medical certificates; periodic medical examination (re access to medical certificate in personnel file)*
- 49060-49079 *Student Records*
- 52015(g) *Ongoing evaluation and modification of school improvement plans*
- 52015.5 *Availability of information required by Education Code 52015(g)*
- 52850 *Applicability of article (School-based coordinated program plan availability)*
- 54722 *Application of article (Motivation and maintenance program plan availability)*

CODE OF REGULATIONS, TITLE 5

- 430-438 *Individual student records*
- 4061 *Availability of evaluation information*

GOVERNMENT CODE

- 3547 *Proposals relating to representation*
- 6250-6268 *California Public Records Act*
- 53262 *Employment contracts*
- 54957.2 *Minute book record of closed sessions*
- 54957.5 *Agendas and other writings distributed for discussion or consideration*
- 81008 *Public records; inspection and reproduction*
- 71 *Ops. Cal. Atty. Gen. 235 (1988)*

Policy

Adopted: October 2, 1995

Revised: September 11, 2006

CAPISTRANO UNIFIED SCHOOL DISTRICT

San Juan Capistrano, California