

COMMUNITY RELATIONS**Access to District Records**

Any member of the public, including any organization or business, may inspect or copy public records maintained by the district. "Public records" include existing written documents, photographs or other graphics, computer disks or printouts, and the like. Not all records that the district receives, generates, or maintains are available to the public. By law, some records, including some student and employee records and certain other records, are restricted. State law does not require the district to use public funds to generate or format documents to meet particular private requests.

The Superintendent will develop a procedure for assisting individuals and organizations with records requests, for protecting district records, and for providing an appropriate explanation, as required by law, when records are unavailable. The Superintendent or designee shall determine the actual direct cost of copying requested records and may charge no more than that amount.

Legal Reference: EDUCATION CODE

- 32360-32361 Copyrights
- 35145 Public meetings; posting of agenda; commencement of action (minutes)
- 35170 Authority to secure copyrights
- 35250 Duty to keep certain records and reports
- 39528 Sale, gift, or exchange of published material; license of copyrights
- 44031 Personnel file contents and inspections
- 44839 Medical certificate
- 49060-49079 Pupil Records
- 52015.5 Availability of information (school improvement plans)
- 52850 Applicability of article; plan requirements (school-based coordinated categorical programs)
- 54722 Applicability of article (school motivation and maintenance programs)

GOVERNMENT CODE

- 3547 Proposals relating to representation
- 6250-6270 Public Records Act
- 53262 Employment contracts
- 54957.2 Minute book record of closed sessions; inspection
- 54957.5 Agendas and other writings distributed for discussion or consideration at public meetings; public records; inspection; closed sessions
- 81008 Public records: inspection and reproduction; time; charges

EVIDENCE CODE

- 1040-1047 Privilege for official information

CALIFORNIA CODE OF REGULATIONS, TITLE 5

430-438 Individual pupil records

: 4061 Availability of evaluation information

71 OPS.CAL.ATTY.GEN.235 (1988)

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