

## COMMUNITY RELATIONS

### Public Access to District Records

The following procedures shall be used to carry out the District's policy regarding public access to District records:

Public Records Custodian. At each facility where District records are kept, the administrator shall serve as public records custodian who shall be responsible for the maintenance of District records in accordance with District policy. The custodian shall permit access to, and copying of, District records by the public with authorization from the superintendent who is the public records coordinator.

Display of Descriptions, Policies and Procedures. The coordinator shall compile, prominently display, and make available the following for inspection and copying by the public at the District's central office:

- A. Descriptions of the District's organizational structure.
- B. Descriptions or statements of the general course and method by which the District operates.
- C. Descriptions of how, where, and from which employees the public can obtain information and copies of public records.
- D. Descriptions or statements of all formal and informal District procedures.
- E. All District rules of procedure.
- F. All substantive rules of general applicability.
- G. All statements of general policy.
- H. All interpretations of general applicability developed or utilized by the District.

The coordinator shall update the displayed materials identified above whenever an item is amended, revised, or repealed.

Index of Certain Records. The coordinator shall be responsible for the preparation and maintenance and availability for inspection and copying by the public of current indexes of the following records:

- A. Statements and interpretations of District policies.
- B. Administrative staff manuals and instructions to staff that may affect a member of the public.
- C. Planning policies and goals and interim and final planning decisions.
- D. Factual staff reports, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by District staff or others.

The indexes described above shall be kept at the District's central office.

If the coordinator determines that the indexing of one or more of the categories of records described above or one or more of the subcategories within such categories

would be unduly burdensome or interfere with District operations, he/she shall request that the board adopt a formal resolution exempting such categories or subcategories from the indexing required by this section. The resolution shall specify the reasons and the extent to which indexing would unduly burden or interfere with District operations.

Requests for Inspection and Copying. Upon written request, the District shall make available to any person for inspection and copying any record or records not exempted by District policy.

A written request for inspection and/or copying of records shall include:

- A. Name, address, and signature of the party requesting disclosure and the date of the request.
- B. Specification of the records or types of records requested.
- C. A statement of the intended use if lists of individuals are included among the requested documents.

Written requests for inspection and/or copying of records shall be made to the coordinator at the District's central office or the custodian at the place where the requested records are kept.

Written requests shall be made and records shall be available for inspection and copying during the customary business hours of the District's central office and/or the facility where the requested records are kept.

With respect to those records, which the coordinator has designed in writing as "open to inspection," the custodian at the facility where the record is kept shall have authority to grant a request for inspection and copying. With respect to all other records, a request for inspection and copying shall be granted only after review and approval of the request by the coordinator.

A response to each written request for inspection and copying of District records shall be provided as soon as is reasonably practicable, and in no case later than 48 hours after receipt of the request. Upon request, the District shall make copies of public records for a per-page fee, which shall cover copying costs.

Staff shall provide full assistance to members of the public making inquiries or request related to District records. Staff shall locate and produce for inspection requested records which are not exempt from disclosure and which have been sufficiently identified in a request for inspection.

The coordinator and custodian shall have authority to impose reasonable conditions on the manner of inspection of records so as to minimize the risks of damage or disorganization of the records and to prevent excessive interference with other essential operations of the District.

Revised: May 23, 2001