

ACCESS TO PUBLIC RECORDS

Any person may have access to and receive a copy of any identifiable public record in the District's control. Requests for district records shall be submitted to the Superintendent or designee in writing. District records shall be examined in the presence of the staff member regularly responsible for their maintenance and security or his/her designee.

When authorized, an exact copy of any identifiable public record shall be provided upon request unless it is impracticable to do so. Computer data shall be provided in a form determined by the Superintendent or designee. Copies shall be furnished at 23 cents per copy. If it requires more than five hours of a staff member's time to respond to a requestor's records requests in one calendar month, an hourly rate of \$40 shall be charged, or the actual salary and benefit costs for the personnel time required to compile the records, whichever is less.

The Superintendent or designee shall respond to written requests for inspection or copying of public records as soon as practicable and shall provide the requested access or copies, or an explanation of why access or copying is delayed or cannot be provided, within ten working days of receiving the request. Any notification denying a request for public records or extending the time period for responding to the request shall inform the requestor of the right to appeal the decision pursuant to the district's policy relating to public complaints: BP 1312.

Requests by a parent, guardian or eligible student for student records shall be governed by the District's policies and procedures relating to access to and the release of student records.