

Public Records

Procedures for obtaining copies

1. A request for a public record, as defined in Board Policy KBA, shall be in writing and submitted to the superintendent, whose address is the address for the school district.
2. No records shall be released for inspection by the public or any unauthorized persons if such disclosure would be contrary to the public interest, as described in state law.
3. If a copy of a record is requested, the district will provide a single copy. If a request to inspect a record is made and the public record is maintained in a machine readable or electronic form, the district shall provide the record in the form requested, if available. If not available in the form requested, it will be provided in the form the public record is maintained.
4. Employee and volunteer home addresses, Social Security numbers, dates of birth and personal telephone numbers or electronic mail addresses contained in personnel records maintained by the district are exempt from public disclosure. Such information may be released only upon the written request of the employee or volunteer or as otherwise provided by law. This exemption does not apply to a substitute teacher when the record is requested by a professional education association of which the substitute teacher may be a member. Additionally, the district will not disclose the identification badge or card of an employee without the employee's written consent if the badge or card contains the employee's photograph and the badge or card was prepared solely for internal use by the district to identify district employees. A duplicate of the photograph used on the badge or card shall not be disclosed.
5. Upon receipt of a request, the district will respond as soon as practical and without unreasonable delay. The district may request additional information or clarification from the requester for the purpose of expediting the district's response to the request.
6. The response of the district will acknowledge receipt of the request and include one of the following:
 - a. A statement that the district does not possess, or is not the custodian of, the public record;
 - b. Copies of all requested public records for which the district does not claim an exemption from disclosure;
 - c. A statement that the district is the custodian of at least some of the requested public records, an estimate of time the district requires before the public records may be inspected or copies of the records will be provided and an estimate of the fees that the requester must pay as a condition of receiving the public records;

- d. A statement that the district is the custodian of at least some of the requested public records and that an estimate of the time and fees for disclosure of the public records will be provided by the district within a reasonable time;
 - e. A statement that the district is uncertain whether the district possesses the public record and that the district will search for the record and make an appropriate response as soon as practicable;
 - f. A statement that state and federal law prohibits the district from acknowledging whether the record exists or that acknowledging whether the record exists would result in the loss of federal benefits or other sanction. A statement under this paragraph must include a citation to the state or federal law relied upon by the district.
7. The following fees shall be charged to the requester of public records:
- a. \$0.25 per page;
 - b. If the production of the documents requires anything more than the mere copying of documents, the district will charge the actual hourly cost (which includes salary, fringe benefits, and taxes) for the work necessary to produce the documents;
 - c. The actual cost of the time spent by the attorney for the district in reviewing the records, redacting material from the records or segregating the records into exempt and nonexempt records;
 - d. If the estimated fee for the copying of the records will exceed \$25, the district will first notify the requester in writing of the fee, and obtain that person's confirmation to proceed with the request;
 - e. The district may provide copies without charge, or at a substantially reduced fee, if the district determines that the waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public.

A person who believes that there has been an unreasonable denial of a fee waiver or fee reduction may petition the Attorney General or district attorney, as set out in statute.