

Sherman County S. D.

Code: **KBA**
Adopted: 8/14/95

Public Records**

Public record includes any writing containing information relating to the conduct of the district's business. Writing means handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds or symbols or combination thereof, and papers, maps, files, facsimiles, electronic recording and E-Mail, including deleted E-Mail on back-up.

Board meetings and records will be matters of public information subject to such restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings.

The Board's official minutes, its written policies and its financial records will be available at the superintendent's office for inspection by any citizen desiring to examine them during hours when the superintendent's office is open. All such information will be made available to individuals with disabilities in an appropriate format upon request and with appropriate advance notice. Auxiliary aids and services available to ensure equally effective communications to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.

The Board supports the right of the people to know about programs and services of their schools and will make every effort to disseminate information. Each principal is authorized to use all means available to keep parents and others of his/her particular school's community informed about the school's program and activities.

No records will be released for inspection by the public or any unauthorized persons — either by the superintendent or any other person designated as custodian for district records — if such disclosure would be contrary to the public interest, as described in state law.

If records are to be inspected, the district may provide a certified copy or provide a reasonable opportunity to inspect. If the public record is maintained in a machine readable or electronic form, the custodian 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.

The district will not disclose an employee's address or personal phone number if the employee can provide evidence that such disclosure would cause danger to self or to other members of the family. The district may consider such evidence as the employee and/or family has been a victim of domestic violence, has contacted law enforcement involving domestic violence or other physical abuse, has obtained a temporary restraining order or other no contact order or has filed criminal or civil legal proceedings regarding physical protection or obtained a citation in lieu of custody.

The Board reserves the right to establish a fee schedule which will reasonably reimburse the district for the actual cost of making copies of public records for the public. There will be no additional charge for auxiliary aids and services provided for qualified persons with disabilities.

Requests for copies of documents shall be in writing and will be presented to the superintendent.

END OF POLICY

Legal Reference(s):

[ORS Chapter 192](#)

[OAR 137-004-0800](#) (1)

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).
Oregon Attorney General's Public Records and Meetings Manual, pp. 24-26; Appendix H, Department of Justice (2001).

Cross Reference(s):

BDDG/BDDK - Minutes of Board Meetings