

**ACCESS TO PUBLIC RECORDS**

The Governing Board recognizes the right of citizens to have access to public records of the district. The Board intends the district to provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of state and federal law. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

The district may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other statutes.

Legal Reference: Government Code	Section 3547	Proposals Relating to Representation
	Section 6251	California Public Records Act
	Section 53262	Employment Contracts
	Section 81008	Public Records; Inspection and Reproduction
Title V	Section 435	Procedure for Access to Pupil Records
Education Code	Section 35145	Public Meetings
	Section 35170	Authority To Secure Copyrights
	Section 35250	Duty To Keep Certain Records and Reports
	Section 42103	Publication of Proposed Budget
	Section 44031	Personnel File Contents and Inspections
	Section 44839	Medical Certificates
	Section 49060	Pupil Records
	Section 49091	Parental Review of Curriculum and Instruction
	Section 52015	Ongoing Evaluation and Modification of School Improvement Plans
Cross Reference: Board Policy	BP 1120	Governing Board Meetings
	BP 3543.2	Copyrighted Materials
	BP 5126	Student Records

Policy adopted: 02/19/68  
 Policy revised: 01/28/80  
 Policy revised: 11/28/88  
 Policy revised: 09/23/97  
 Policy revised: 11/16/04