

BOARD BYLAW

Placentia-Yorba Linda Unified School District

Bylaws of the Board

9330 - BB

SCHOOL BOARD RECORDS

The Secretary to the Board of Education of the Placentia-Yorba Linda Unified School District shall be responsible to maintain the Board's reference files and see that all documents specified by law or other constituted authority as public information are open for public inspections, and shall be responsible for the security of such reference files and other information as may be restricted from the general public by law or other constituted authority.

Public record of actions by the Board, prepared pursuant to Placentia-Yorba Linda Unified School District Board Bylaw 9326, *Minutes and Recordings of Board Meetings*, are open to inspection at all times during office hours of the school district (7:30 a.m. to 4:30 p.m.), and every citizen has a right to inspect any public record except as provided in Government Code, Sections 6254 and 6255.

The Secretary to the Board shall maintain a properly authenticated official copy of the board-approved minutes in accordance with law.

The Secretary to the Board shall maintain a record of policies and bylaws adopted by the Board and of administrative regulations in accordance with Placentia-Yorba Linda Unified School District Board Bylaw 9310, *Board Policies, Regulations and Bylaws*.

LEGAL REFERENCE:

<u>Education Code</u>	Section 35145	Public meetings
	Section 35163	Official actions, minutes and journal
	Section 35250	Duty to keep certain records and reports
	Section 42103	Publication of publication budget; hearing
	Sections 49060-49073	Pupil Records
<u>Government Code</u>	Section 6254	
	Section 6255	

Bylaw adopted: 8/4/75

Bylaw revised: 5/5/15