

ACCESS TO DISTRICT RECORDS

The Board of Education 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 law. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law.

- (cf. 3553 - Free and Reduced Price Meals)*
- (cf. 3580 - District Records)*
- (cf. 4112.5/4212.5/4312.5 - Criminal Record Check)*
- (cf. 4112.6/4212.6/4312.6 - Personnel Files)*
- (cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*
- (cf. 5020 - Parent Rights and Responsibilities)*
- (cf. 5125 - Student Records)*
- (cf. 5125.1 - Release of Directory Information)*
- (cf. 6162.5 - Student Assessment)*
- (cf. 9011 - Disclosure of Confidential/Privileged Information)*
- (cf. 9321 - Closed Session Purposes and Agendas)*

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.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

Legal Reference:

EDUCATION CODE

- 35145 Public meetings*
- 35170 Authority to secure copyrights*
- 35250 Duty to keep certain records and reports*
- 41020 Requirement for annual audit*
- 42103 Publication of proposed budget; hearing*
- 44031 Personnel file contents and inspections*
- 44839 Medical certificates; periodic medical examination*
- 49060-49079 Pupil records*
- 49091.10 Parental review of curriculum and instruction*
- 52850 Applicability of article (School-Based Program Coordination Plan availability)*

GOVERNMENT CODE

- 3547 Proposals relating to representation*
- 6250-6270 California Public Records Act*
- 6275-6276.48 Other exemptions from disclosure*
- 53262 Employment contracts*
- 54957.2 Minute book record of closed sessions*
- 54957.5 Agendas and other writings distributed for discussion or consideration*
- 81008 Political Reform Act, public records; inspection and reproduction*

CALIFORNIA CONSTITUTION

- Article 1, Section 3 Right of access to governmental information*

ACCESS TO DISTRICT RECORDS (continued)

CODE OF REGULATIONS, TITLE 5

430-438 *Individual pupil records*

COURT DECISIONS

International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, (2007) 42 Cal.4th 319

Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4th 1381

Kleitman v. Superior Court, (1999) 74 Cal.App. 4th 324

Fairley v. Superior Court, (1998) 66 Cal.App. 4th 1414

North County Parents Organization for Children with Special Needs v. Department of Education, (1994) 23 Cal.App. 4th 144

ATTORNEY GENERAL OPINIONS

71 *Ops.Cal.Atty.Gen.* 235 (1988)

64 *Ops.Cal.Atty.Gen.* 186 (1981)

Management Resources:

ATTORNEY GENERAL PUBLICATIONS

Summary of the California Public Records Act, 2004

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

The People's Business: A Guide to the California Public Records Act, 2008

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://www.caag.state.ca.us>

Institute for Local Government: <http://www.cacities.org/index.jsp?zone=ilsg>

State Bar of California: <http://www.calbar.ca.gov>