

Community Relations

ACCESS TO DISTRICT RECORDS

Requests for access to district records shall be placed with the Superintendent or designee.

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used or retained by the district regardless of physical form or characteristics. Records to which the public shall have access during normal business hours include but are not limited to:

1. The proposed and approved budgets. (Government Code 6252, Education Code 42103)

(cf. 3100 – Budget)

2. Statistical compilations. (Government Code 6252)
3. Reports and memoranda. (Government Code 6252)
4. Notices and bulletins. (Government Code 6252)
5. Minutes of public meetings. (Government Code 6252)

(cf. 9324 – Minutes and Recordings)

6. Meeting agenda. (Government Code 6252, Education Code 54957.5)

(cf. 9322 – Agenda/Meeting Materials)

7. Official communications between governmental branches. (Government Code 6252)
8. School-based program plans. (Education Code 52850)

(cf. 0420.1 – School-Based Coordinated Programs)

9. Information and data relevant to the evaluation and modification of school improvement plans.
10. Initial proposals of exclusive employee representatives and of the district. (Government Code 3547)

Community Relations

ACCESS TO DISTRICT RECORDS (continued)

11. Tort claims filed against the district. (Government Code 6254.25; Fairley v. Superior Court; 71 Ops. Cal. Atty. Gen. 235, 1988))

(cf. 3320 – Claims and Actions Against the District)

12. Records pertaining to pending litigation which predate the filing of the litigation, unless otherwise protected by the attorney/client privilege. (Government Code 6254.25, 71 Ops. Cal. Atty. Gen. 235, 1988)

13. Statements of economic interests required by the Conflict of Interest Code. (Government Code 81008)

(cf. 9270 – Conflict of Interest)

14. Contracts of employment and settlement agreements as provided by the provisions of the Government code. (Government Code 53262)

(cf. 2121 – Superintendent's Contract)

Records to which the general public shall **not** have access include but are not limited to:

1. Personnel records, medical records, student records, personal correspondence, or similar materials the disclosure of which would constitute an unwarranted invasion of personal privacy. (Government Code 6254)

(cf. 5125 – Student Records)

In accordance with Government Code 6254.3, employee home addresses and phone numbers may not be disclosed except as follows:

- a. To agents or family members of the employee.
- b. To an officer of employee of state agency, another school district, or county office of education if disclosure is necessary for the performance of its official duties.
- c. To an employee organization as authorized by regulations and decisions of the Public Employment Relations Board, unless the employee performs duties related to law enforcement or requests in writing that the information be withheld.

Community Relations

ACCESS TO DISTRICT RECORDS (continued)

- d. To agents or employees of a health benefit plan providing health services or administering claims for health services to District employees and their enrolled dependents, if disclosure is for the purpose of providing health services or administering claims.
2. Test questions, scoring keys, and other examination data except as provided by law. (Government Code 6254)

(cf. 6162.51 – Standardized Testing and Reporting Program)

3. Records pertaining to pending litigation, except those which predate the filing of the litigation, unless otherwise protected by the attorney/client privilege. (Government Code 6254; Fairley v. Superior Court; 71 Ops.Cal.Atty.Gen. 235, (1988))
4. Recall petitions or petitions for the reorganization of school districts. (Government Code 6253.5)
5. The minutes of Board meetings held in closed session. (Government Code 54957.2)

(cf. 9321 – Closed Session Purposes and Agendas)

6. Preliminary drafts, notes, or interdistrict memoranda which are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure. (Government Code 6254)

(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)

(cf. 9011 – Disclosure of Confidential/Privileged Information)

7. Computer software developed by the district. (Government Code 6254.9)
8. Any other records listed as exempt from public disclosure in the California Public Records Act.

Inspection

Inspection of the original copy of any records not exempt from disclosure by this policy and/or state or federal law will be permitted during regular office hours of the district.

Community Relations

ACCESS TO DISTRICT RECORDS (continued)

Requests for inspection of records shall be as specific as possible in identifying the record(s) sought.

Original copies of records shall not be removed from the office of the custodian thereof.

Copies

Any person may receive a copy of any identifiable public record. Upon request, an exact copy shall be provided unless it is impracticable to do so. (Government Code 6256)

Copies shall be furnished at the cost per page based on the direct costs of duplication, which include the costs of running the copy machine and the actual cost to the district of the person operating the copy machine. The cost per page shall be determined by the Board based on the recommendation of the Superintendent or designee.

Computer data shall be provided in a form determined by the Superintendent or designee.

Within ten days of receiving any request for a copy of records, the Superintendent or designee shall determine whether to comply with the request and shall immediately inform the person making the request of his/her determination and the reasons for it. (Government Code 6253)

The ten day limit may be extended for up to ten additional working days in unusual circumstances and with proper notice. (Government Code 6253)

Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

Regulation

Approved: 11/13/90

Reviewed 05/17/94

CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California