

Access To District Records

Any person shall have reasonable access, during normal business hours, to the public records of the schools and District. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

District records such as the approved budget, statistical compilations, reports, notices, bulletins, memoranda, minutes of meetings and official communications between governmental branches are public records, and access thereto during normal hours of business shall be granted to any citizen.

Agendas for scheduled meetings of the Board of Education are available for review by the public at the following locations:

District Administration Building, the respective offices of TALB and CSEA and at the public libraries for the cities of Long Beach, the Signal Hill and Lakewood on the Thursday before each scheduled Board meeting.

Individuals and/or groups requesting a complete school board meeting agenda must submit a request in writing, with payment in advance, for a specific meeting agenda or a one-year subscription. The fee for a complete agenda is \$5.00, with a \$75.00 annual fee. This fee may be waived by the Superintendent or designee upon receipt of a letter claiming hardship and requesting such a waiver.

Documents, operating procedures and publications developed by or for the school district may, with prior approval of the Superintendent or designee, be made available to outside non-profit or profit organizations for use or distribution. School Improvement Plan information required for the ongoing evaluation and modification of the school improvement plan by the school site council will be made available to any person on request, except that no student or staff person shall be identified. The information shall be available at the school, and a reasonable charge will be made when copies of any material are requested.

The District charge for copies of public records or other materials requested by individuals or groups shall be \$.25 cents per page.

All requests from the public for information requiring compilation time and/or research shall be made in writing to the Superintendent or designee. Staff shall respond within ten working days to the individual making such a request advising how the request will be handled. Due to limited financial and personnel resources, staff shall not produce custom-tailored reports for members of the public.

Staff will follow provisions of the state Public Records Act regarding identifiable public records.

Cost of copies of video and/or audio tapes shall be determined on an individual project basis.

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

Reference: California Education Code
35143
35170
35250
42103
44031
44839
49060-49079
52015
52015.5
52850
54722
Code of Regulations, Title 5
430-438
4061
Government Code
3547
6250-6268
53262
54957.2
54957.5
81008
71 Ops. Cal. Atty. Gen. 235 (1988)

Adopted: April 18, 1988
Revised Board Policy Adopted: July 10, 2007