

Banning Unified School District

REQUEST FOR COPIES OF DISTRICT RECORDS
EXHIBIT #1340

In accordance with Board Policy/ Administrative Regulation #1340, copies of District records will be furnished at the cost of \$1.50 for the first page and ten cents (.10) per page for each page thereafter. Mailing costs will be added to the above. An hourly fee of \$20.00 will be charged when staff research time in excess of one-quarter (1/4) hour is required. All requests must be submitted to the Superintendent or Superintendent's Designee. Within ten (10) days of receiving any request for a copy of records, the Superintendent or Designee shall determine whether to comply with request and immediately notify the person making the request of his/ her decision.

DATE OF REQUEST: _____

NAME OF REQUESTOR: _____

COMPANY (IF APPLICABLE): _____

ADDRESS OF REQUESTOR: _____

TELEPHONE NUMBER: _____

RECORD(S) REQUESTED: _____

REASON FOR REQUEST: _____

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED: _____

DATE REQUEST APPROVED _____

DATE REQUEST DENIED _____

IF DENIED, BASIS FOR DENIAL: _____

CHARGE FOR REQUESTED RECORDS (DUE UPON RECEIPT OF RECORDS)

 1 PAGE @ \$1.50
_____ PAGES @ .10 PER PAGE
_____ MAILING COST
_____ **TOTAL CHARGE**

DATE RECORDS RELEASED: _____

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

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

ADMINISTRATIVE REGULATION #1340**RECORDS OPEN TO THE PUBLIC****PUBLIC RECORDS**

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.
2. Statistical compilations.
3. Reports and memoranda.
4. Notices and bulletins.
5. Minutes of public meetings.
6. Meeting agendas.
7. Official communications between governmental branches.
8. School-based program plans.
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.
11. Tort claims filed against the district.
12. Records pertaining to pending litigation which predate the filing of the litigation, unless otherwise protected by the attorney/client privilege
13. Statements of economic interests required by the Conflict of Interest Code.
14. Contracts of employment and settlement agreements.

CONFIDENTIAL RECORDS

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. The home addresses/ home telephone numbers of employees may be disclosed only as follows:
 - a. To an agent or a family member of the individual to whom the information pertains.
 - b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of its official duties.
 - c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, unless the employee performs law enforcement-related functions or requests in writing that the information not be disclosed.
 - d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents.
2. Test questions, scoring keys and other examination data except as provided by law.
3. Records specifically prepared for litigation to which the district is a party, or records otherwise protected by the attorney/client privilege.
4. Recall petitions or petitions for the reorganization of school districts.
5. The minutes of Board meetings held in closed session.
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.
7. Computer software developed by the district.
8. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes.

REQUESTS FOR COPIES

Any person may receive a copy of any district record open to the public. Upon request, an exact copy shall be provided unless it is impracticable to do so. Copies shall be furnished at the cost of \$1.50 for the first page, with a charge of ten cents (10c) per page for each page thereafter. Mailing costs will be added to the costs indicated above. Materials printed in a computer data format shall be charged at a cost of \$1.50 for the first five pages, with a cost of ten cents (10c) per page thereafter.

An hourly fee of \$20.00 will be charged when staff research time (salary and benefits) in excess of one-quarter hour is required.

Limited numbers of copies for materials may be provided free of charge to other school districts or agencies which interchange information with the Banning Unified School District on a reciprocal no-charge basis.

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.

With proper notice, the 10-day limit may be extended for up to ten additional working days, to the extent reasonably necessary, under the following circumstances:

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request.
3. The need for consultation, which shall be conducted with all practicable speed, with another agency having a substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein.

Provisions of the Public Record Act shall not be construed so as to delay access for purposes of inspecting records open to the public. Any notification denying a request for public records shall state the name and title of each person responsible for the denial.

