

Regulation

REQUESTS FOR INFORMATION

The chief school administrator or his or her designee shall endeavor to cultivate open communication with the community and make a reasonable effort to address inquiries and requests for information promptly. The chief school administrator or his or her designee shall not be obligated to research broad areas of interest or compile extensive information. Only requests for information about the school programs that are reasonable and specifically defined shall be answered. Individuals or agencies requesting broad or extensive information that is not subject to Open Public Records Act requirements and will unduly impose on staff time to compile shall be notified that the request for information is denied with the reason(s) for the denial.

The following procedures will apply regarding requests for information:

- A. All requests for information shall be submitted in writing to the chief school administrator and include the name and contact information of the individual or agency making the request. Requests must specifically detail the documents or information that is being requested;
- B. The chief school administrator and, as appropriate in consultation with the custodian of records, will make a determination as to the appropriateness of the material for release. Documents that are evaluative or deliberative in nature, such as employee records or policy drafts are not subject to public release (see board policies 4112.6/4212.6 Personnel Records and 5125 Student Records). Only those elements of personnel records pertaining to name, title, position, salary, payroll, length of service, dates and reasons for a separation, educational credentials required for positions, and pension amounts and types are required to be released;
- C. When the chief school administrator determines that the material requested is subject to public release he or she will direct that the information requested be collected by the appropriate district staff member;
- D. Once the material is collected, the chief school administrator or his or her designee will notify the person requesting the information that the materials are ready. The individual or agency may come and review the material under supervision by district staff. Individuals wanting photocopies of the material shall be required to pay the cost of making the photocopies. Under no circumstances will original documents leave school premises without a court order. The information requested may be provided in electronic form. Any additional costs associated with the preparation of electronic copies shall be the responsibility of the individual or agency requesting the copies.
- E. The fee structures for paper copies is as follows:

Letter-size	\$0.05 per page
Legal-size	\$0.07 per page
- F. The chief school administrator will respond to all requests for information in writing. The response will include, at a minimum:
 - 1. A list of all documents that will be released;
 - 2. Any documents that were requested that will not be released; and
 - 3. The date, location, and time when the documents may be reviewed by the requesting individual or agency;
- G. No document may be denied release in its entirety because portions of it are confidential. The district is responsible to edit out or redact in the most effective manner, any confidential material prior to release of the entire document. This is normally applicable to the minutes of private or executive sessions of the board;

REQUESTS FOR INFORMATION (regulation continued)

H. All requests for information made by an attorney on behalf of a client shall be referred to the board attorney for consideration.

Adopted:	January 20, 2005
Revised:	September 12, 2012
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Readopted:	August 12, 2015