

Name: _____

Address: _____

Phone #: _____ E-Mail: _____

Part I – Please be specific as to the records you are seeking and the time period they cover

Please note that in order to receive public records following an approved request, photo-copying fees will need to be paid in full prior to document release.

Signature _____

Date _____

For Official Use Only	For Official Use Only
Request Approved/Denied: _____	Copies: _____X_____ = _____
Reason for Denial: _____	Other costs may apply for the gathering /compiling information: _____ _____
By Name: _____
Title: _____	Time Stamp Received:
Expected Availability of Information: _____	
Date Released: _____ Released by: _____	
Verified by: _____	
Manner of Release: _____	

A member of the public includes any person, except a member, agent, officer, or employee of the District acting within the scope of his/her office or employment. Governing Board members are entitled to access the public records permitted by law in the administration of their duties, and, as to other public records, on the same basis as any other person. (Government Code 6252, 6252.5)

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

1. The proposed and approved budgets (Gov't Code 6252, EC 42103)
2. Statistical compilations (Gov't Code 6252)
3. Reports and memoranda (Gov't Code 6252)
4. Notices and bulletins (Gov't Code 6252)
5. Minutes of public meetings (Gov't Code 6252)
6. Meeting agendas (Gov't Code 6252, 54957.5)
7. Official communications between governmental branches (GC 6252)
8. School-based program plans (EC 52850, 54722)
9. Information and data relevant to the evaluation and modification of school improvement plans (EC 52015.5)
10. Initial proposals of exclusive employee representatives and of the District. (Gov't Code 3547)
11. Tort Claims filed against the District and records pertaining to pending litigation which predate the filing of the litigation, unless protected by some other provision of law (Gov't Code 6254.25)
12. Statements of economic interest required by the Conflict of Interest Code (Gov't Code 81008)
13. Contracts of employment and settlement agreements (Gov't Code 53262)

CONFIDENTIAL RECORDS

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

1. Preliminary drafts, notes, 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 (Gov't Code 6254)
2. Records specifically prepared for litigation to which the District is a party or to claims made pursuant to the Tort Claims Act, until the pending litigation or claim has been finally adjudicated or otherwise settled, unless the records are protected by some other provision of the law (Gov't Code 6254).235 (1998))
3. Personnel records, medical records, student records, personal correspondence, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Gov't Code 6254) The home address and home telephone numbers of employees may be disclosed only as follows: (Gov't Code 6254.3)
 - 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.
4. Test questions, scoring keys and other examination data except as provided by law (Gov't Code 6254)
5. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the District relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Gov't Code 6254)
6. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other person would result in unfair competitive disadvantage to the person supplying the information (Gov't Code 6254)
7. Library circulation records kept for the purpose of identifying the borrower of items available in the library (Gov't Code 6254)
8. Records for which the disclosure is exempted or prohibited pursuant to the state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Gov't Code 6254)
9. Documents prepared by the District to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt District operations and that is for distribution or consideration in closed session (Gov't Code 6254)
10. Recall petitions or petitions for the reorganization of school districts (Gov't Code 6253.5)
11. Minutes of Board meetings held in closed session (Gov't Code 54957.2)
12. Computer software developed by the District (Gov't Code 6254.9)
13. Written instructional textbooks or other materials for which providing a copy would infringe a copyright or would constitute an unreasonable burden

on the operation of the District (65 Ops)

14. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes

Inspection of Records and Requests for Copies

Public records are open to inspection at all times during District office hours. Any reasonably segregated portion of a record shall be made available for inspection by every person requesting the record after deletion of the portions that are exempted by law. (Gov't Code 6253) Every person may request a copy of records, the Superintendent or designee shall determine whether the request seeks copies of disclosable public records in the District's possession. The Superintendent or designee shall promptly inform the person making the request of his/her determination and the reasons for the decision. (Gov't Code 6253) In unusual circumstance, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting for the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Gov't Code 6235)

- 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.
- The need to search for, collect and appropriately examine a voluminous amount of separate and district records which are demanded in a single request.
- 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 District having substantial subject matter interest therein.
- The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Gov't Code 6253) Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Gov't Code 6253) The Superintendent or designee shall charge an amount for copies that reflects the direct cost of duplication. Written request to waive the fee shall be submitted to the Superintendent or designee. If any person requests a public record be provided in an electronic format, the District shall make that record available in any electronic format in which it holds the information. The District shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the District to create copies for its own use or for use by other agencies. (Gov't Code 6253.9) The cost of duplicating an electronic record shall be limited to the direct cost producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Gov't Code 6253.9)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals.
2. The request would require data compilation, extraction, or programming to produce the record.

Assistance in Identifying Requested Records

If the Superintendent or designee denies a request for disclosable records, he/she shall assist the requester in making the focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Gov't Code 62453.1)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified. If making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement will be deemed satisfied.
2. Describe the information technology and physical location in which the records exist.
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

Provisions of the Public Records 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. (Gov't Code 6253)