

Policy Number: J101
Title: Public Records
Section: Operations

Public Records

I. Purpose

The Joint Committee recognizes the importance of public records as the record of the acts of this school and the repository of information about this school. The public has the right to access and procure copies of public records, with certain exceptions, subject to law, Board policy and procedures.

The Joint Committee shall make the public records of this school available for access and copies thereof, with certain exceptions, subject to the law, Board policy and procedures.

II. Definitions

Financial record – any account, voucher or contract dealing with the receipt or disbursement of funds or acquisition, use or disposal of services, supplies, materials, equipment or property; or any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group of persons, or the salary or other payments or expenses paid to an officer or employee, including the individual's name and title; and a financial audit report, excluding the audit's underlying work papers.

Public record – a record, including a financial record, that is not protected by a defined privilege or is not exempt from being disclosed under one of the exemptions in Pennsylvania's Right-to-Know Law or under other federal or state law or regulation, or judicial decree or order.

Record – information, regardless of physical form or characteristics, that documents a district transaction or activity and is created, received or retained pursuant to law or in connection with a district transaction, business or activity, including: a document; paper; letter; map; book; tape; photograph; film or sound recording; information stored or maintained electronically; and a data-processed or image-processed document.

Response – granting of access to a record or the district's written notice to a requester granting, denying or partially granting and partially denying access to a requested record.

Requester – a legal resident of the United States, or an agency, who requests access to a record.

III. Authority

The Joint Committee shall make the public records of this school available for access and duplication to a requester, in accordance with law, regulations, Board policy and procedures.

IV. Delegation of Responsibility

The Joint Committee shall designate the Director as Open Records Officer, who shall be responsible for handling, delegating and responding to all requests for access to records submitted to the school.

V. Guidelines

Requesters may access and procure copies of the public records of this school, during the regular business hours of the administrative offices.

A requester's right of access does not include the right to remove a record from the control or supervision of the Open Records Officer.

The school shall post on its website and have available in the Director's Office all necessary policies and procedures relative to accessing records.

Fees

The school shall establish and keep current a list of reasonable fees relative to requests for public records.

Exemptions

All exemptions or exclusions will be determined in accordance with laws, statutes and regulations.

The Director shall develop procedures to implement this policy which include preparation of a retention schedule which shall: conform to law; as a minimum require the permanent safeguarding of Joint Committee minutes, annual audit reports and permanent pupil records; and the retention of all fiscal records required for audit until said audit has been received and approved and provisions to guard the confidentiality of records exempted from the availability of public records.

Effective: January 1, 2009

Adopted: 7/14/82

Revised: 11/13/91

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