

Sacramento City USD

Administrative Regulation

Access To District Records

AR 1340

Community Relations

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:

The proposed and approved budgets. (Government Code 6252, Education Code 42103)

Statistical compilations. (Government Code 6252)

Reports and memoranda. (Government Code 6252)

Notices and bulletins. (Government Code 6252)

Minutes of public meetings. (Government Code 6252)

Meeting agendas. (Government Code 6252)

Official communications between governmental branches. (Government Code 6252)

School-based program plans. (Education Code 52850)

Information and data relevant to the evaluation and modification of school improvement plans.

Initial proposals of exclusive employee representatives and the district. (Government Code 3547)

Statements of economic interests required by the Conflict of Interest Code. (Government Code 81008)

Contracts of employment and settlement agreements. (Government Code 53262)

Items that may be exempt from disclosure:

Personnel records, medical records, student records, personal correspondence, or similar materials the disclosure of which would constitute an unwarranted invasion of personal privacy. (Government Code 6254)

Test questions, scoring keys and other examination data except as provided by law. (Government Code 6254)

Records specifically prepared for litigation to which the district is a party, or records otherwise protected by the attorney/client privilege. (Government Code 6254, 6254.25; 71 Ops. Cal. Atty. Gen. 235, 1988)

Recall petitions or petitions for the reorganization of school districts. (Government Code 6253.5)

The minutes of Board meetings held in closed session. (Government Code 54957.2)

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. (Government Code 6254)

Computer software developed by the district. (government Code 6254.9)

The contents of real estate appraisal or engineering or feasibility estimates and evaluation made for or by the state or local agency relative to the acquisitions 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. (Government Code 6254H)

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

Requests for copies

Any person may receive a copy of any district record open to the public upon payment of a duplication fee. Upon request, an exact copy shall be provided unless it is impracticable to do so. (Government Code 6256)

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 10¢ per page. (Government Code 6257). Schools and departments may publish in quantity those materials for which they anticipate frequent requests. Cost per unit will be determined by dividing cost of publication by number of copies published. Money collected for duplicating will be turned over to the fiscal services department for credit in the appropriate school or department budget.

Within 10 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. (Government Code 6256)

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

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 agency having substantial subject matter interest therein. (Government Code 6256.2)

Regulation SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
approved: November 16, 1998 Sacramento, California
reviewed: June 11, 2002