

Bigfork School District #38

COMMUNITY RELATIONS

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Public Access to District Records

The following procedures shall be used to carry out the district's policy regarding public access to district records:

Public Records Custodian: At each facility where district records are kept, the administrator shall serve as public records custodian and shall be responsible for the maintenance of district records in accordance with district policy. The custodian shall permit access to, and copying of, district records by the public with authorization from the Superintendent who is the public records coordinator.

Display of Descriptions, Policies and Procedures: The coordinator shall compile, prominently display and make available the following for inspection and copying by the public at the district's central office:

1. Descriptions of the district's organizational structure.
2. All statements of general policy.
3. Descriptions or statements of all forms and informal district procedures.
4. Descriptions or statements of describing how the district operates.
5. Descriptions of how, where and from which employees the public can obtain information and copies of public records.

Requests for Inspections and Copying: Upon written request, the district shall make available to any person for inspection and copying any record or records not exempted by district policy.

A written request for inspection and/or copying of records shall include:

1. Name, address, and signature of the party requesting disclosure and the date of request.
2. Specification of the records or types of records requested.
3. A statement of the intended use if lists of individuals are included among the requested documents.

Written requests shall be made and records shall be available for inspection and copying during the customary business hours of the district's central office and/or the site where the requested records are kept.

With respect to those records which the coordinator has designated in writing as open to inspection, the custodian at the site where the record is kept shall have authority to grant a request for inspection and copying. With respect to all other records, a request for inspection and copying shall be granted only after review and approval of the request by the coordinator.

A response to each written request for inspection and copying of district records shall be provided as soon as is reasonably practicable, and in no case later than 10 working days after receipt of the request.

Upon request, the district shall make copies of public records for a per-page fee which shall cover copying costs as per the following fee schedule:

\$0.05 per page

\$1.50 per each 10 minutes of employee time

Staff shall provide full assistance to members of the public making inquiries or requests related to district records. Staff shall locate and produce for inspection requested records which are not exempt from disclosure and which have been sufficiently identified in a request for inspection.

The coordinator and custodian shall have authority to impose reasonable conditions on the manner of inspection of records so as to minimize the risks of damage or disorganization of the records and to prevent excessive interference with other essential operations of the district.

Adoption Date: July 18, 1996

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