



## Board Policy

2.50.010-P

### Public Access to District Records

In order to promote transparency and provide an accurate accounting of how the district carries out the public's business it is the intent of the Board that all district records should be disclosed courteously and consistent with state and federal law. The district shall rely upon the definition of "Public Record" set forth in Oregon law.

- (1) The Superintendent shall hire a Public Records Officer and develop administrative directives and procedures to provide clarity and consistency to the public about access to district public records. The Public Records Officer shall process all requests as soon as practicable and without unreasonable delay, without regard to the nature of the records or identity of the requester.
- (2) It is the goal of the school district to provide the public with records at no or minimal cost when the documents requested are not voluminous or do not require significant time to locate and process. The Superintendent shall develop clear guidelines regarding when it is appropriate to charge fees and to provide clarity to requesters as to how fees are determined.
- (3) The district recognizes that it is in possession of sensitive and confidential information about our students, staff, and families. Upon receiving a public records request seeking potentially sensitive, personal, or private information related to a staff member, the District shall notify the staff member and the staff member's union (if represented) in writing of the existence and nature of the records request. In responding to public records requests, the District will follow state and federal law.
- (4)

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