

Policy 1340: Access To District Records

Status: ADOPTED

Original Adopted Date: 02/01/1999 | **Last Revised Date:**
05/01/2020 | **Last Reviewed Date:** 05/01/2020

The Governing Board recognizes the right of members of the public to have access to public records of the district. The district shall provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of law. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law.

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a district-provided device or account or through an employee's or Board member's personal device or account.

The district may charge for copies of public records or other materials requested by individuals or groups, unless they are using their own personal equipment to reproduce the record. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

State	Description
5 CCR 430-438	Individual student records
CA Constitution Article 1, Section 3	<u>Right of access to governmental information</u>
Ed. Code 234.7	<u>Student protections relating to immigration and citizenship status</u>
Ed. Code 35145	<u>Public meetings</u>
Ed. Code 35170	<u>Authority to secure copyrights</u>
Ed. Code 35250	<u>Duty to keep certain records and reports</u>
Ed. Code 41020	<u>Requirement for annual audit</u>
Ed. Code 42103	<u>Budget notification</u>
Ed. Code 44031	<u>Personnel file contents and inspection</u>
Ed. Code 44839	<u>Medical certificates; periodic medical examination</u>
Ed. Code 49060-49079	<u>Student records</u>
Ed. Code 49091.10	<u>Parental review of curriculum and instruction</u>
Gov. Code 3547	<u>Proposals relating to representation</u>
Gov. Code 53262	<u>Employment contracts</u>
Gov. Code 54957.2	<u>Minute book record of closed sessions</u>
Gov. Code 54957.5	<u>Agendas and other writings distributed for discussion or consideration</u>
Gov. Code 7920.000-7930.215	<u>California Public Records Act</u>
Gov. Code 81008	<u>Political Reform Act, public records; inspection and reproduction</u>
Gov. Code 8310.3	<u>California Religious Freedom Act</u>
Management Resources	Description

Attorney General Opinion
Attorney General Opinion
CA Office of the Attorney General
Publication

CA Office of the Attorney General
Publication

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

CSBA Publication

League of California Cities Publication

Website

Website

Website

Website

Website

64 Ops.Cal.Atty.Gen. 186 (1981)

71 Ops.Cal.Atty.Gen. 235 (1988)

Promoting a Safe & Secure Learning Environment for All:
Guidance & Model Policies to Assist CA K-12 Schools in
Responding to Immigration Issues, April 2018

California Department of Justice Guidelines for Access to Public
Records, October 2017

Sacramento County Employees' Retirement System v. Superior
Court (2011) 195 Cal. App. 4th 440

Fairley v. Superior Court (1998) 66 Cal.App. 4th 1414

International Federation of Professional and Technical Engineers
v. The Superior Court of Alameda County (2007) 42 Cal.4th 319

Kleitman v. Superior Court (1999) 74 Cal.App. 4th 324

Los Angeles County Board of Supervisors v. Superior Court
(2016) 2 Cal.5th 282

Los Angeles Times v. Alameda Corridor Transportation Authority
(2001) 88 Cal.App.4th 1381

North County Parents Organization for Children with Special
Needs v. Department of Education (1994) 23 Cal.App. 4th 144

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

Legal Alert: Tips for Governing Boards in Response to Public
Records Act Ruling on Electronic Communications, March 2017

The People's Business: A Guide to the California Public Records
Act, rev. April 2017

CSBA District and County Office of Education Legal Services

League of California Cities

State Bar of California

California Office of the Attorney General

CSBA

Code

0400

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1113-E(1)

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1312.3

1312.3-E(1)

1312.3-E(2)

1312.4

1312.4-E(1)

1312.4-E(2)

2121

3100

3100

3230

3230

3311

3311

Description

Comprehensive Plans

School Plans/Site Councils

School Plans/Site Councils

District Technology Plan

District Technology Plan

Comprehensive Safety Plan

Comprehensive Safety Plan

Local Control And Accountability Plan

Local Control And Accountability Plan

Communication With The Public

Media Relations

District And School Websites

District And School Websites

District And School Websites

Citizen Advisory Committees

Citizen Advisory Committees

Uniform Complaint Procedures

Uniform Complaint Procedures

Uniform Complaint Procedures

Uniform Complaint Procedures

Williams Uniform Complaint Procedures

Williams Uniform Complaint Procedures

Williams Uniform Complaint Procedures

Superintendent's Contract

Budget

Budget

Federal Grant Funds

Federal Grant Funds

Bids

Bids

3312	<u>Contracts</u>
3320	<u>Claims And Actions Against The District</u>
3320	<u>Claims And Actions Against The District</u>
3460	<u>Financial Reports And Accountability</u>
3460	<u>Financial Reports And Accountability</u>
3514.2	<u>Integrated Pest Management</u>
3516	<u>Emergencies And Disaster Preparedness Plan</u>
3516	<u>Emergencies And Disaster Preparedness Plan</u>
3543	<u>Transportation Safety And Emergencies</u>
3550	<u>Food Service/Child Nutrition Program</u>
3550	<u>Food Service/Child Nutrition Program</u>
3551	<u>Food Service Operations/Cafeteria Fund</u>
3551	<u>Food Service Operations/Cafeteria Fund</u>
3553	<u>Free And Reduced Price Meals</u>
3553	<u>Free And Reduced Price Meals</u>
3580	<u>District Records</u>
3580	<u>District Records</u>
4040	<u>Employee Use Of Technology</u>
4040-E(1)	<u>Employee Use Of Technology</u>
4112.5	<u>Criminal Record Check</u>
4112.5-E(1)	<u>Criminal Record Check</u>
4112.6	<u>Personnel Files</u>
4113.5	<u>Working Remotely</u>
4117.5	<u>Termination Agreements</u>
4119.23	<u>Unauthorized Release Of Confidential/Privileged Information</u>
4119.42	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4119.42	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4119.42-E(1)	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4140	<u>Bargaining Units</u>
4141	<u>Collective Bargaining Agreement</u>
4143.1	<u>Public Notice - Personnel Negotiations</u>
4143.1	<u>Public Notice - Personnel Negotiations</u>
4154	<u>Health And Welfare Benefits</u>
4154	<u>Health And Welfare Benefits</u>
4212.5	<u>Criminal Record Check</u>
4212.5-E(1)	<u>Criminal Record Check</u>
4212.6	<u>Personnel Files</u>
4213.5	<u>Working Remotely</u>
4217.5	<u>Termination Agreements</u>
4219.23	<u>Unauthorized Release Of Confidential/Privileged Information</u>
4219.42	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4219.42	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4219.42-E(1)	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4240	<u>Bargaining Units</u>
4241	<u>Collective Bargaining Agreement</u>
4243.1	<u>Public Notice - Personnel Negotiations</u>
4243.1	<u>Public Notice - Personnel Negotiations</u>
4254	<u>Health And Welfare Benefits</u>
4254	<u>Health And Welfare Benefits</u>
4312.1	<u>Contracts</u>
4312.5	<u>Criminal Record Check</u>
4312.5-E(1)	<u>Criminal Record Check</u>
4312.6	<u>Personnel Files</u>
4313.5	<u>Working Remotely</u>
4317.5	<u>Termination Agreements</u>
4319.23	<u>Unauthorized Release Of Confidential/Privileged Information</u>
4319.42	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4319.42	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4319.42-E(1)	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4340	<u>Bargaining Units</u>
4354	<u>Health And Welfare Benefits</u>

4354	<u>Health And Welfare Benefits</u>
5020	<u>Parent Rights And Responsibilities</u>
5020	<u>Parent Rights And Responsibilities</u>
5125	<u>Student Records</u>
5125	<u>Student Records</u>
5125.1	<u>Release Of Directory Information</u>
5125.1	<u>Release Of Directory Information</u>
5125.1-E(1)	<u>Release Of Directory Information</u>
5125.3	<u>Challenging Student Records</u>
5141.6	<u>School Health Services</u>
5141.6	<u>School Health Services</u>
5145.13	<u>Response To Immigration Enforcement</u>
5145.13	<u>Response To Immigration Enforcement</u>
5145.3	<u>Nondiscrimination/Harassment</u>
5145.3	<u>Nondiscrimination/Harassment</u>
5148.3	<u>Preschool/Early Childhood Education</u>
5148.3	<u>Preschool/Early Childhood Education</u>
6143	<u>Courses Of Study</u>
6143	<u>Courses Of Study</u>
6161.1	<u>Selection And Evaluation Of Instructional Materials</u>
6161.1	<u>Selection And Evaluation Of Instructional Materials</u>
6161.1-E(1)	<u>Selection And Evaluation Of Instructional Materials</u>
6162.5	<u>Student Assessment</u>
6162.51	<u>State Academic Achievement Tests</u>
6162.51	<u>State Academic Achievement Tests</u>
6163.1	<u>Library Media Centers</u>
7110	<u>Facilities Master Plan</u>
7214	<u>General Obligation Bonds</u>
7214	<u>General Obligation Bonds</u>
9010	<u>Public Statements</u>
9011	<u>Disclosure Of Confidential/Privileged Information</u>
9012	<u>Board Member Electronic Communications</u>
9124	<u>Attorney</u>
9200	<u>Limits Of Board Member Authority</u>
9223	<u>Filling Vacancies</u>
9270	<u>Conflict Of Interest</u>
9270-E(1)	<u>Conflict Of Interest</u>
9310	<u>Board Policies</u>
9320	<u>Meetings And Notices</u>
9321	<u>Closed Session</u>
9321-E(1)	<u>Closed Session</u>
9321-E(2)	<u>Closed Session</u>
9322	<u>Agenda/Meeting Materials</u>
9324	<u>Minutes And Recordings</u>