

The Board of Trustees recognizes the right of citizens to have access to public records of the District. The Board of Trustees intends the District to 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. 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.

Legal Reference:

EDUCATION CODE

35145	Public meetings
35170	Authority to secure copyrights
35250	Duty to keep certain records and reports
41020	Requirement for annual audit
42103	Publication of proposed budget; hearing
44031	Personnel file contents and inspections
44839	Medical certificates; periodic medical examination
49060-49079	Student records
49091.10	Parental review of curriculum and instruction

GOVERNMENT CODE

3547	Proposals relating to representation
6250-6270	California Public Records Act
6275-6276.48	Other exemptions from disclosure
53262	Employment contracts
54957.2	Minute book record of closed sessions
54957.5	Agendas and other writings distributed for discussion or consideration
81008	Political Reform Act, public records; inspection and reproduction

CALIFORNIA CONSTITUTION

Article 1, Section 3 Right of access to governmental information

CODE OF REGULATIONS, TITLE 5

[430-438](#) Individual student records

**COURT DECISIONS**

City of San Jose v. Superior Court (2017) 2 Cal.5th 608  
Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282  
International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, (2007) 42 Cal.4th 319  
Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4th 1381  
Kleitman v. Superior Court, (1999) 74 Cal.App. 4th 324  
Fairley v. Superior Court, (1998) 66 Cal.App. 4th 1414  
North County Parents Organization for Children with Special Needs v. Department of Education, (1994) 23 Cal.App. 4th 144

**ATTORNEY GENERAL OPINIONS**

71 Ops.Cal.Atty.Gen. 235 (1988)  
64 Ops.Cal.Atty.Gen. 186 (1981)

Management Resources:

**CSBA PUBLICATIONS**

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

**ATTORNEY GENERAL PUBLICATIONS**

Summary of the California Public Records Act, 2004

**LEAGUE OF CALIFORNIA CITIES PUBLICATIONS**

The People's Business: A Guide to the California Public Records Act, 2008

**WEB SITES**

CSBA: <http://www.csba.org>  
California Attorney General's Office: <http://oag.ca.gov>  
Institute for Local Government: <http://www.cacities.org>  
State Bar of California: <http://www.calbar.ca.gov>

Board of Trustees

April 16, 2017

Revised: February 7, 2019

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