

Blairsville-Saltsburg School District

Section:	Policy No. 801
Title:	800 Operations
Adopted:	Public Records
Revised:	3/19/90
	8/17/98

#801 Public Records

1. Purpose

The Board recognizes the importance of public records as the record of the acts of this District and the repository of information about this District. The public has the right under law to inspect and to procure copies of such records with certain exceptions subject to the following guidelines.

2. Definition

The public records of this District shall mean any account, voucher or contract dealing with the receipt or disbursement of funds; acquisition, use or disposal of services or of supplies, materials, equipment or other property; or any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties, or obligations of any person or group of persons.

3. Authority

The Board shall make the public records of this District available for inspection, and copies thereof in accordance with these guidelines, with the exception of those records exempted from such inspection and copying by law, and the rules of this Board.

Records exempted by law include:

- 3.1 Reports, communications, or other items, the publication of which would disclose the institution, progress or result of an investigation.
- 3.2 Any record, document, material, exhibit, report, memorandum, or other paper access to which or publication of which is prohibited, restricted or forbidden by law or court order or decree; or which would operate to the prejudice or impairment of a person's reputation or personal security; or result in the loss of Federal funds, except the record of a conviction for any criminal act.

Records concerning individual pupils.

The Board declares disclosure of certain public records to be inimical to the public interest and therefore exempts from public inspection records concerning:

3.3 Pending negotiations toward a collective bargaining agreement.

SC 3601 (a, c, 2)
22, 12.3

3.4 Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material, including but not limited to information relative to the individual's personal and family circumstances, unless the individual concerned (or, in the case of a minor or incompetent, his/her guardian) shall request in writing that the same be disclosed publicly.

3.5 Procedures and techniques utilized in protecting the safety and property of the public where such disclosure would impair such protection.

3.6 Pending or anticipated litigation, contract negotiations (other than in the collective bargaining process), and other issues that may fall within the privileged relationship between the Board and its attorney or other consultants and special agents.

The Board declares disclosure of the following records to be likely to violate the privacy of individuals and therefore exempts from public inspection:

3.7 The home address or telephone number of any student or employee of the Board, except as the individual student or employee may wish such information to be released (P.G. 216).

3.8 Notations and tape recordings made and temporarily retained by an individual solely as an administrative convenience in the performance of assigned duties, except the tape recordings of public meetings may not be exempted from public inspection.

3.9 Records privately made and retained by an individual which express personal impressions, opinions, and conclusions, and the disclosure of which would tend to violate the recorder's privacy.

The public may inspect and procure copies of the public records of this District, except exempted records enumerated above, during the regular business hours of the office in which such records are maintained and provided that advance notice of such intended inspection has been given the Secretary not less than one working day before the inspection. If a person making the request is unable to come to the Central Office during regular business hours, the Board Secretary is authorized to send the requested material in the mail with an invoice.

P.L. 93-380
45 CFR 99
P.G. 216

SC 3601 (b, c), 408

A citizen may obtain copies of the public record of this District upon payment of 50 cents for each sheet copied.

No public record may be re-moved from the control or supervision of the designated custodian.

Nothing in this policy shall be construed as preventing a Board member from inspection of any record of this District in the performance of official duties.

4. Delegation of Responsibility

The Superintendent shall develop procedures to implement this policy which include provisions to guard the confidentiality of records exempted from the availability of public records, and procedures by which a citizen denied access to any records of this District may appeal that decision in accordance with P.G. 906,

SC 518 P.L. 93-380
45 CFR 99 22 SC 12.33
SC 3601(d), 408, 433
518, 2951, 3601 et seq