Stockton USD

Board Policy 1340
Access to District Records

The Board of Trustees recognizes the right to have access to public records of the District. The Board intends the District to provide any person reasonable access to the public records of the schools and the District during normal business hours and within the requirements of law.

Public access shall not be given to records that are exempt from public disclosure under the California Public Records Act ("CPRA") or other state or federal law.

Requests for District records under the CPRA must be submitted to the Office of Constituent Services.

In response to a CPRA request, the Director of Constituent Services 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.

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 Director of Constituent Services 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.

Cross References:
BP/AR 3580 - District Records
BP/AR 4112.6/4212.6/4312.6 - Personnel Files
BP 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information
BP/AR 5020 - Parent Rights and Responsibilities
BP/AR 5125 - Student Records
BP/AR/E 5125.1 - Release of Directory Information
BB 9011 - Disclosure of Confidential/Privileged Information
Legal References:
GOVERNMENT CODE

6250-6276.48 California Public Records Act
CALIFORNIA CONSTITUTION
Article 1, Section 3 Right of access to governmental information

Policy STOCKTON UNIFIED SCHOOL DISTRICT

adopted: January 8, 2019 Stockton, California