

SECTION 700 – COMMUNITY RELATIONS

FREEDOM OF INFORMATION

POLICY 710

ARTICLE 1 RECORDS OPEN TO INSPECTION

- A. Meetings and records of the Board of Education are open for public inspection subject to restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings.
- B. Records of staff evaluations are not open to public inspection except as provided by law.
- C. Records of students are not open to public inspection except as provided by law.
- D. The official minutes of the Board, its written policies, and its financial records shall be open for inspection by any citizen desiring to examine them during hours when the office of the Superintendent is open. However, no records shall be released for inspection by the public or any unauthorized persons if such disclosure would be contrary to the public interest as described in state law or otherwise prohibited by law.
- E. The following procedure applies to requests by members of the public including parents, community members, media organizations and other third parties for inspection of public records maintained by the District. A person who has the right to inspect a public record also has the right to request to be furnished a copy of the record.

1. All requests shall be directed to the attention of the Superintendent. Superintendent shall have authority to implement procedures as necessary to address request by members of the public for inspection of public record maintained by the District.

1-2. All requests for public records maintained by the District shall be specific enough to allow the District to efficiently identify the requested record and respond to the request. To clarify and facilitate the processing of a request to inspect and/or obtain copies of records, the District may require that the request be made in writing.

2-3. The District has no duty to create a public record that does not already exist.

3-4. If the requested public record is in active use, in storage, or otherwise not readily available at the time of the person's request, the person requesting the record shall be informed of that fact. The custodian of records will then make the record available with a reasonable time of the person's request. A reasonable time shall not exceed three working days, but may be extended by an additional seven working days if certain extenuating circumstances exist in accordance with state law.

4-5. If the person seeking the record requests transmission of the record, the custodian of records shall notify the person once the record is available that it will only be transmitted when the custodian receives payment or makes arrangements for receiving payment for all costs associated with the record transmission and for all other fees lawfully allowed, unless the custodian waives all or any portion of such costs or fees.

5-6. Upon receipt of payment of any applicable copy costs and/or other fees or upon making payment arrangements with the person requesting the record, the custodian of records will transmit a copy of the record by United States mail, other delivery service, facsimile or electronic mail. Transmission will occur as soon as practicable but no more than three business days after the District's receipt of payment or after arrangements have been made to receive such payment.

7. Inspection of any public record shall take place in an area designated by the District's custodian of records and shall occur in a manner that will not be disruptive to District operations. District employees may be assigned to monitor any inspection of public records.

Adopted: 05/07/03; Revised: 09/13/10, 08/12/13, 01/13/14, [discussion 08/14/17](#)

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8. If the District does not have facilities for making a copy of a record that a person has the right to inspect, the person shall be granted access to the record for the purpose of making a copy. The copy shall be made under the supervision of the custodian of records or designee. When practical, the copy shall be made in the place where the record is kept but if it is impractical to do so, the custodian may allow arrangements for the copy to be made at another facility.

~~6-9.~~ If another facility is necessary, the costs of providing them shall be paid by the person requesting the copy. The custodian may establish a reasonable schedule of times for making a copy and may charge the same fee for services rendered in supervising the copy as the custodian may charge for furnishing a copy.

10. ~~F.~~—The fee for copying public record is twenty-five (\$0.25) cents per page. No transmission fee will be charged for transmission via electronic mail.

11. In responding to a request for the District's public records, the district may charge a fee for staff time spent in excess of one hour for the following: researching and retrieving the requested records; conducting searches for requested records; reviewing records to determine whether they are responsive to the request; and identifying and separating those records that are not public and/or are privileged or confidential. Such fee shall be \$30 per hour, which may be increased from time to time as permitted by applicable state law. The District may also charge other reasonable fees in responding to a request for the District's public records.

12. ~~G.~~—The District may charge a reasonable fee, not to exceed the actual cost, if data must be manipulated to generate a record in a form not used by the District. Fulfilling such a request is at the option of the District.

~~H.~~—If a requested record is a result of computer output other than word processing, the fee for a copy will be based on recovery of the actual costs of providing the electronic service and product together with a reasonable portion of the costs associated with building and maintaining the information system. This fee may be reduced or waived by the Superintendent or designee if the electronic service or product is used for a public purpose.

~~F. I.~~—In addition to the procedures contained in this policy, the District may develop further procedures governing the inspection, copying and transmission of its records as it deems necessary to protect its records and prevent unnecessary interference with District staff responsibilities and District operations.

a. To assist the District with response to request of public record, requests shall be grouped by categorical topic.

ARTICLE 2 PUBLIC INFORMATION

A. Each administrator is authorized to use newsletters, press releases, and notices (electronic, verbal or written) to keep parents and others of the school community informed about District and/or school program and activities.

B. The District's financial information shall be posted online in accordance with the Public School Financial Transparency Act.

- References:
C.R.S. 22-9-109 Staff Evaluation Reports Confidential – Exemption from Public Inspection
C.R.S. 22-32-109 (1) (c) Board duty to cause bylaws, policies, rules adopted by Board to be open to inspection.
C.R.S. 22-44-301 et seq. Public School Financial Transparency Act

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C.R.S. 24-72-201 et seq. Open Records Act
CASB KDB Public's Right to Know/Freedom of Information

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