



**CRISPUS ATTUCKS CHARTER SCHOOL**

**BOARD OF TRUSTEES POLICY**

No. 801

Section: Operations

Title: Public Records

Date Adopted: March 5, 2001

**Section 1. Purpose:** The Board recognizes the importance of public records as the record of the acts of the CAYBCS and the repository of information about the School. The public has the right under law to inspect and to procure copies of such records with certain exceptions subject to the following guidelines:

**Section 2. Definition:** The public records of the School 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 persons or group of persons.

**Section 3. Authority:** The Board shall make the public records of this School 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:

- A. Reports, communications or other items, the publication of which would disclose the institution, progress or result of an investigation.
- B. 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.
- C. Records concerning individual pupils. (See B.P. 213 Pupil Records)
- D. The Board declares disclosure of certain public records to be inimical to the public interest and therefore exempts from public inspection records concerning:
  - (1) Pending negotiations toward a collective bargaining agreement
  - (2) 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) Procedures and techniques utilized in protecting the safety and property of the public where such disclosure would impair such protection.
  - (4) 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.

- (1) the home address or telephone number of any employee or member of the Board, except as the individual employee or member may wish such information to be released
- (2) notations and tape recordings made and temporarily retained by an individual solely as an administrative convenience in the performance of assigned duties
- (3) 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 the School, 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 CAO not less than one working day before the inspection, and provided that a mutually convenient time for said inspection can be set,

A citizen may obtain copies of the public record of the School upon payment of the following fees:

\$.25 per page

No public record may be removed from the control or supervision of the designated custodian.

**Section 4. Delegation of Responsibility:** The CAO or his/her designee shall develop procedures to implement this policy which include:

1. preparation of a retention schedule which shall conform a law; as a minimum require the permanent safeguarding of Board minutes, annual audit reports and permanent pupil records; and the retention of all fiscal records required for audit until said audit has been received and approved.
2. provisions to guard the confidentiality of records exempted from the availability of public records.