



ACCESS TO DISTRICT RECORDS

The Governing Board recognizes the right of members of the public to have access to public records of the district. The district shall 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, in accordance with law and as specified in the accompanying administrative regulation.

Policy Reference Disclaimer: *These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

State	Description
5 CCR 430-438	<u>Individual student records</u>
CA Constitution Article 1, Section 3	<u>Right of access to governmental information</u>
Ed. Code 234.7	<u>Student protections relating to immigration and citizenship status</u>
Ed. Code 35145	<u>Public meetings</u>
Ed. Code 35170	<u>Authority to secure copyrights</u>
Ed. Code 35250	<u>Duty to keep certain records and reports</u>
Ed. Code 35266	<u>Cybersecurity</u>
Ed. Code 41020	<u>Requirement for annual audit</u>
Ed. Code 42103	<u>Budget notification</u>
Ed. Code 44031	<u>Personnel file contents and inspection</u>
Ed. Code 44839	<u>Medical certificates; periodic medical examination</u>
Ed. Code 49060-49079	<u>Student records</u>
Ed. Code 49091.10	<u>Parental review of curriculum and instruction</u>
Gov. Code 11549.3	<u>Office of Information Security</u>
Gov. Code 3547	<u>Proposals relating to representation</u>
Gov. Code 53262	<u>Employment contracts</u>



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State	Description
Gov. Code 54957.2	<u>Minute book record of closed sessions</u>
Gov. Code 54957.5	<u>Agendas and other writings distributed for discussion or consideration</u>
Gov. Code 6205-6210	Address confidentiality; victims of domestic violence, sexual assault, stalking, human trafficking, child abduction, and elder and dependent adult abuse
Gov. Code 6215-6216	Address confidentiality; reproductive health care providers, employees, volunteers, patients, and other individuals who face threats or violence
Gov. Code 7920.000-7930.215	<u>California Public Records Act</u>
Gov. Code 81008	<u>Political Reform Act, public records; inspection and reproduction</u>
Gov. Code 8310.3	<u>California Religious Freedom Act</u>
Gov. Code 8550-8669.7	<u>California Emergency Services Act</u>
Gov. Code 8586.5	Office of Emergency Services; <u>California Cybersecurity Information Center</u>
Federal	Description
20 USC 1232g	<u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>
34 CFR 99.1-99.8	<u>Family Educational Rights and Privacy Act</u>
Management Resources	Description
Attorney General Opinion	<u>64 Ops.Cal.Atty.Gen. 186 (1981)</u>
Attorney General Opinion	<u>71 Ops.Cal.Atty.Gen. 235 (1988)</u>
CA Office of the Attorney General Publication	<u>Promoting a Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, December 2024</u>
CA Office of the Attorney General Publication	<u>Summary of the California Public Records Act, August 2004</u>
CA Office of the Attorney General Publication	<u>California Department of Justice Guidelines for Access to Public Records, October 2017</u>
Court Decision	<u>National Lawyers Guild, San Francisco Bay Area Chapter v. City of Hayward (2020) 9 Cal.5th 488</u>
Court Decision	<u>Sacramento County Employees' Retirement System v. Superior Court (2011) 195 Cal. App. 4th 440</u>
Court Decision	<u>Fairley v. Superior Court (1998) 66 Cal.App. 4th 1414</u>
Court Decision	<u>International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County (2007) 42 Cal.4th 319</u>
Court Decision	<u>Kleitman v. Superior Court (1999) 74 Cal.App. 4th 324</u>
Court Decision	<u>Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282</u>
Court Decision	<u>Los Angeles Times v. Alameda Corridor Transportation Authority (2001) 88 Cal.App.4th 1381</u>



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Management Resources	Description
Court Decision	<u>North County Parents Organization for Children with Special Needs v. Department of Education (1994) 23 Cal.App. 4th 144</u>
Court Decision	<u>City of San Jose v. Superior Court (2017) 2 Cal.5th 608</u>
CSBA Publication	<u>Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017</u>
League of California Cities Publication	<u>The People's Business: A Guide to the California Public Records Act, rev. April 2017</u>
Website	<u>California Office of Emergency Services</u>
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>League of California Cities</u>
Website	<u>State Bar of California</u>
Website	<u>California Office of the Attorney General</u>
Website	<u>CSBA</u>
Cross References	
Code	Description
0400	Comprehensive Plans
0420	School Plans/Site Councils
0440	District Technology Plan
0441	Artificial Intelligence
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
1100	Communication With The Public
1112	Media Relations
1113	District And School Websites
1220	Citizen Advisory Committees
1312.3	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
2121	Superintendent's Contract
3100	Budget
3230	Federal Grant Funds
3311	Bids
3312	Contracts
3320	Claims And Actions Against The District



Code	Description
3460	<i>Financial Reports And Accountability</i>
3514.2	<i>Integrated Pest Management</i>
3516	<i>Emergencies And Disaster Preparedness Plan</i>
3543	<i>Transportation Safety And Emergencies</i>
3550	<i>Food Service/Child Nutrition Program</i>
3551	<i>Food Service Operations/Cafeteria Fund</i>
3553	<i>Free And Reduced Price Meals</i>
3580	<i>District Records</i>
4040	<i>Employee Use Of Technology</i>
4112.5	<i>Criminal Record Check</i>
4112.6	<i>Personnel Files</i>
4113.5	<i>Working Remotely</i>
4117.5	<i>Termination Agreements</i>
4119.23	<i>Unauthorized Release Of Confidential/Privileged Information</i>
4119.42	<i>Exposure Control Plan For Bloodborne Pathogens</i>
4140	<i>Bargaining Units</i>
4141	<i>Collective Bargaining Agreement</i>
4143.1	<i>Public Notice - Personnel Negotiations</i>
4154	<i>Health And Welfare Benefits</i>
4212.5	<i>Criminal Record Check</i>
4212.6	<i>Personnel Files</i>
4213.5	<i>Working Remotely</i>
4217.5	<i>Termination Agreements</i>
4219.23	<i>Unauthorized Release Of Confidential/Privileged Information</i>
4219.42	<i>Exposure Control Plan For Bloodborne Pathogens</i>
4240	<i>Bargaining Units</i>
4241	<i>Collective Bargaining Agreement</i>
4243.1	<i>Public Notice - Personnel Negotiations</i>
4254	<i>Health And Welfare Benefits</i>
4312.1	<i>Contracts</i>
4312.5	<i>Criminal Record Check</i>



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4312.6	<i>Personnel Files</i>
4313.5	<i>Working Remotely</i>
4317.5	<i>Termination Agreements</i>
4319.23	<i>Unauthorized Release Of Confidential/Privileged Information</i>
4319.42	<i>Exposure Control Plan For Bloodborne Pathogens</i>
4340	<i>Bargaining Units</i>
4354	<i>Health And Welfare Benefits</i>
5020	<i>Parent Rights And Responsibilities</i>
5125	<i>Student Records</i>
5125.1	<i>Release Of Directory Information</i>
5125.3	<i>Challenging Student Records</i>
5141.6	<i>School Health Services</i>
5145.13	<i>Response To Immigration Enforcement</i>
5145.3	<i>Nondiscrimination/Harassment</i>
5148.3	<i>Preschool/Early Childhood Education</i>
6143	<i>Courses Of Study</i>
6161.1	<i>Selection And Evaluation Of Instructional Materials</i>
6162.5	<i>Student Assessment</i>
6162.51	<i>State Academic Achievement Tests</i>
6163.1	<i>Library Media Centers</i>
7110	<i>Facilities Master Plan</i>
7214	<i>General Obligation Bonds</i>
9010	<i>Public Statements</i>
9011	<i>Disclosure Of Confidential/Privileged Information</i>
9012	<i>Board Member Electronic Communications</i>
9124	<i>Attorney</i>
9200	<i>Limits Of Board Member Authority</i>
9223	<i>Filling Vacancies</i>
9270	<i>Conflict Of Interest</i>
9310	<i>Board Policies</i>
9320	<i>Meetings And Notices</i>



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Code	Description
9321	<i>Closed Session</i>
9322	<i>Agenda/Meeting Materials</i>
9324	<i>Minutes And Recordings</i>