

ACCESS TO PUBLIC RECORDS

Individuals may have access to public records maintained by the School District in accordance with state law and the procedures outlined below.

A. Legal Custodian of Records

The School Board of Stanley-Boyd Area School District designates the District Administrator as the legal custodian of records for any school district authority. Building principals are designated legal custodians for records of students. The legal custodian shall safely keep and preserve records of the authority and shall have full legal power to render decisions and carry out duties related to those public records maintained by any school district authority. The legal custodian may deny access to records only in accordance with the law.

B. Accessibility of Records

Public records may be inspected, copied and/or abstracted at any time during established district office hours. The legal custodian may establish fees in accordance with the law. A list of such fees shall be made available at the district office.

C. Record Requests

1. All requests to inspect or copy a public record shall be made to the appropriate legal custodian of records. The request must reasonably describe the requested record or the information requested.
2. Records may be exempted from disclosure as a matter of statute or common law or, under the balancing test, the public interest in disclosure may be outweighed by the public interest in non-disclosure.
3. Any person may make an oral or written request for any public records of the District. The person may inspect or receive copies of the public record requested. The District will respond to requests as soon as practicable and without delay. The District will either provide the requested documents, subject to any redactions or inform the requestor of the District's decision to deny the request.

Approved: October 15, 2002
Revised: February 24, 2020