

GENERAL INSTITUTION

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2 **AP 3300 PUBLIC RECORDS**3 **References:**

- 4 Education Code Section 76243;
5 Government Code Sections 6250 et seq.;

6 California Constitution Article 1, Section 3 (b)

7 Members of the public may request to inspect or copy public records. A request by a
8 member of the public may be delivered by mail or in person to the
9 Superintendent/President or designee.

10 Any request shall identify with reasonable specificity the records that are sought. If
11 additional information is needed, the Superintendent/President or designee may request it
12 be provided in writing.

13 Any request to inspect records shall be made sufficiently in advance of the date of
14 inspection to allow staff members time to assemble the records and identify any records
15 that may be exempt from disclosure.

16 Records that are exempt from disclosure under the Public Records Act or any other
17 provision of law may not be inspected or copied by members of the public. Records
18 exempted from disclosure include, but are not limited to, the following:

- 19 • Student records (Education Code Section 76243)
- 20 • Preliminary drafts, notes, or interagency or intra-agency memoranda that are not
21 retained by the public agency in the ordinary course of business, provided that the
22 public interest in withholding the records clearly outweighs the public interest in
23 disclosure (Government Code Section 6254(a))
- 24 • Records pertaining to pending litigation to which the District is a party or to claims
25 until the pending litigation or claim has been finally adjudicated or otherwise settled
26 (Government Code Section 6254(b))
- 27 • Personnel, medical, or similar files, the disclosure of which would constitute an
28 unwarranted invasion of personal privacy. (Government Code Section 6254(c))
- 29 • Test questions, scoring keys, and other examination data used to administer a
30 licensing examination, examination for employment, or academic examination
31 (except for standardized tests provided for by Education Code Sections 99150 et
32 seq.) (Government Code Section 6254(g))
- 33 • The contents of real estate appraisals or engineering or feasibility estimates and
34 evaluations relative to the acquisition of property, or to prospective public supply

35 and construction contracts, until all of the property has been acquired or all of the
36 contract agreement obtained (Government Code Section 6254(h))

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38 • Internet posting of home address or telephone numbers of locally-elected officials
39 (Government Code Section 6254.21)

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41 • Home addresses and home telephone numbers of employees of a school district or
42 county office of education (other than to an agent or family member of the
43 employee, to an officer of another school district when necessary, to an employee
44 organization, or to an agency or employee of a health benefit plan) (Government
45 Code Section 6254.3)

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47 • Records regarding alternative investments (i.e., an investment in a private equity
48 fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited
49 liability company, or similar legal structure) involving public investment funds, unless
50 already publicly released by the keeper of the information (Government Code
51 Section 6254.26)

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53 • Information security records, if disclosure of that record would reveal vulnerabilities
54 to or otherwise increase the potential for an attack on the District's information
55 technology system

56 Members of the public shall be assisted in identifying records or information that may
57 respond to their request. Assistance that shall be provided includes: the information
58 technology and physical location in which the records exist; practical suggestions for
59 overcoming denial of access to the records or information; and the estimated date and
60 time when the records shall be made available.

61 Within ten days, the Superintendent/President or designee shall determine whether or not
62 the records can be produced and shall communicate the determination to the member of
63 the public requesting the record(s). Denials shall be in writing and shall indicate either the
64 express exemption applied and/or a statement that, based on the facts of the particular
65 case, the public interest in nondisclosure outweighs the public interest in disclosure of the
66 record(s) requested.

67 Direct costs of duplication, including electronic construction and programming costs where
68 applicable, may be charged to the requesting party.

69 Office of Primary Responsibility: Superintendent/President