

# Santa Barbara Unified School District

## Board Policy

Community Relations

BP 1340

### ACCESS TO DISTRICT RECORDS

The Governing Board recognizes the right of citizens to have access to public records of the district. The Board intends the district to 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.

*(cf. 3553 - Free and Reduced Price Meals)*  
*(cf. 3580 - District Records)*  
*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*  
*(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)*  
*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*  
*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 5125 - Student Records)*  
*(cf. 5125.1 - Release of Directory Information)*  
*(cf. 6162.5 - Student Assessment)*  
*(cf. 9011 - Disclosure of Confidential/Privileged Information)*  
*(cf. 9321 - Closed Session Purposes and Agendas)*

The district may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

#### *Legal Reference:*

##### EDUCATION CODE

35145        *Public meetings*  
35170        *Authority to secure copyrights*  
35250        *Duty to keep certain records and reports*  
41020        *Requirement for annual audit*  
42103        *Publication of proposed budget; hearing*  
44031        *Personnel file contents and inspections*  
44839        *Medical certificates; periodic medical examination*  
49060-49079 *Pupil records*  
49091.10    *Parental review of curriculum and instruction*  
52850        *Applicability of article (School-Based Program Coordination Plan availability)*

##### GOVERNMENT CODE

3547        *Proposals relating to representation*  
6250-6270   *California Public Records Act*  
6275-6276.48 *Other exemptions from disclosure*  
53262        *Employment contracts*  
54957.2     *Minute book record of closed sessions*  
54957.5     *Agendas and other writings distributed for discussion or consideration*

81008 *Political Reform Act, public records; inspection and reproduction*  
CALIFORNIA CONSTITUTION  
*Article 1, Section 3 Right of access to governmental information*  
CODE OF REGULATIONS, TITLE 5  
*430-438 Individual pupil records*  
COURT DECISIONS  
*International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, (2007) 42 Cal.4th 319*  
*Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4th 1381*  
*Kleitman v. Superior Court, (1999) 74 Cal.App. 4th 324*  
*Fairley v. Superior Court, (1998) 66 Cal.App. 4th 1414*  
*North County Parents Organization for Children with Special Needs v. Department of Education, (1994) 23 Cal.App. 4th 144*  
ATTORNEY GENERAL OPINIONS  
*71 Ops.Cal.Atty.Gen. 235 (1988)*  
*64 Ops.Cal.Atty.Gen. 186 (1981)*

*Management Resources:*

ATTORNEY GENERAL PUBLICATIONS  
*Summary of the California Public Records Act, 2004*  
LEAGUE OF CALIFORNIA CITIES PUBLICATIONS  
*The People's Business: A Guide to the California Public Records Act, 2008*  
WEB SITES  
*CSBA: <http://www.csba.org>*  
*California Attorney General's Office: <http://www.caag.state.ca.us>*  
*Institute for Local Government: <http://www.cacities.org/index.jsp?zone=ilsg>*  
*State Bar of California: <http://www.calbar.ca.gov>*

SANTA BARBARA UNIFIED SCHOOL DISTRICT  
Santa Barbara, California August 28, 2007; June 12, 2012