

KBA-AR Public Records

LINCOLN COUNTY SCHOOL
DISTRICT

Code: **KBA-AR**
Adopted: 9/28/99; 2/11/75
Readopted: 7/9/02
Orig. Code(s): R/R3815

Public Records

The district responds to frequent requests for access to public records in accordance with state and federal statutes and rules. The guidelines used by administration in responding to requests are similar to those of other agencies and school districts.

Guidelines

1. Public records are those defined by law.
2. The superintendent or designee is the custodian of records.
3. Copies of the budget document, Board folders, district goals, policies and administrative regulations, are available for review at each school and will be placed in the public libraries.
4. Access to records, which are subject to public disclosure, is provided during regular business hours. Records may not be removed from the district office.
5. Information will be made available to individuals with disabilities in an appropriate format upon request and advance notice. Auxiliary aids and services available to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.
6. Access to records or provision for copying of records which are subject to public disclosure is made within a reasonable time, generally 5-10 days and no longer than 45 days, as stipulated by law.
7. The district is permitted to charge a fee, not to exceed actual cost, for the copying of records. Customary fees for copies of records are:

Pages sized 8 1/2 x 11 inches	\$.25 per page for first three images; thereafter, \$.25 per page plus total labor costs
Pages larger than 8 1/2 x 11 inches	\$.35 per page for first three images; thereafter, \$.35 per page plus total labor costs
Computer printouts	\$.35 per page for first three images; thereafter, \$.35 per page plus total labor costs
Printout from computer files	\$3.50 per minute of computer time
Other existing records or publications (Budget documents, special records, handbooks)	Actual cost
Fax copies	\$5 for the first page in a transmission and \$1 per page thereafter, plus total labor costs

Copy fees must be paid in advance.

8. If the public record is maintained in a machine readable or electronic form, the custodian will provide copies of the public record in the form requested, if available. If the public record is not available in the form requested, it shall be

made available in the form in which it is maintained. The superintendent or designee may approve the preparation of a special report at a charge, which covers actual staff time and materials. The time for production of such reports will be established without interruption to the normal course of business.

9. If access to records is denied, the superintendent or designee will provide a written statement on the grounds for denial.