

PUBLIC'S RIGHT TO KNOW

The Columbia School District will make district records available to the public in accordance with law. Any person wishing to access records shall make a request to the custodian of records during regular business hours.

Each request for access to a public record shall be acted upon as soon as possible, but in no event later than the end of the third business day following the date the request is received by the custodian of records. If access to the public record is not granted immediately, the custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection. This period for document production may exceed three (3) days for reasonable cause.

Anyone requesting a copy of a public record may be charged fees for search and duplication in accordance with Board policy on the release of public information.

Not all district records are available to the public. If the opportunity to inspect or copy a record is denied, the custodian of records will provide a written statement explaining why the request was denied in accordance with law if such an explanation is requested.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 03/03/1997

Revised: 05/13/2002; 04/10/2006

Cross Refs: BDC, Closed Meetings, Records and Votes
BDDG, Minutes
BDDL, Release of Information
GBL, Personnel Records
JO, Student Records

Legal Refs: §§ 160.261.9, 167.020.7, 610.010 - .028, RSMo.
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g

FILE: KBA
Critical

34 C.F.R. Part 99
29 C.F.R. § 1630.14 (Medical Information of Employees)

Columbia School District No. 93, Columbia, Missouri