

<b>BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</b>
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Section: OPERATIONS  
Title: PUBLIC RECORDS  
Date Adopted: August 17, 1981  
Date Last Revised: January 19, 2004

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**801. PUBLIC RECORDS**

- .1 The Board recognizes the importance of public records as the record of the acts of this district and the repository of information about this district. The public has the right under law to inspect and to procure copies of such records with certain exceptions subject to the following guidelines.
- .2 The public records of this district shall mean any account, voucher or contract, dealing with the receipt of disbursement of funds; acquisition, use or disposal of services or of supplies, materials, equipment or other property; or any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group of persons.
- .3 The Board shall make the public records of this district available for inspection, and copies thereof in accordance with these guidelines, with the exception of those records exempted from inspection and copying by law, and the rules of this Board.
- .4 Records exempted by law include:
  - .41 Reports, communications or other items, the publication of which would disclose the institution, progress or result of an investigation.
  - .42 Any record, document, material, exhibit, report, memorandum, or other paper access to which or publication of which is prohibited, restricted or forbidden by law or court order or decree; or which would operate to the prejudice or impairment of a person's reputation or personal security; or result in the loss of federal funds, except the record of a conviction for any criminal act.
  - .43 Records concerning individual pupils.

- .5 The Board exempts from public inspection the home address or telephone number of any student or employee of the Board, except as the individual student or employee may wish such information to be released.
- .6 The public may inspect and procure copies of the public records of this district, except exempted records enumerated above, during the regular business hours of the office in which such records are maintained, provided that advance written notice of such intended inspection has been given the Superintendent not less than one working day before the inspection.
  - .61 A citizen may obtain copies of the public record of this district upon payment of the prevailing fee, but in no case less than .20 cents per sheet copied.
  - .62 No public record may be removed from the control or supervision of designated personnel.
- .7 Nothing in this policy shall be construed as preventing a Board member from inspection of any record of this district in the performance of official duties.
- .8 The Superintendent shall oversee procedures to implement this policy which include:
  - .81 preparation of a retention schedule which shall: conform to law; as a minimum require the permanent safeguarding of board minutes, annual audit reports and permanent pupil records; and the retention of all fiscal records required for audit until said audit has been received and approved;
  - .82 provisions to guard the confidentiality of records exempted from the availability of public records.