



## **Chico Unified School District**

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

**Board Policy: #1340**

**Section: 1000 Community Relations**

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### **ACCESS TO DISTRICT RECORDS**

The Governing Board recognizes the right of members of the public to have access to public records of the district. The district shall 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. 4112.5/4212.5/4312.5 - *Criminal Record Check*)  
(cf. 4112.6/4212.6/4312.6 - *Personnel Files*)  
(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*)

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a district-provided device or account or through an employee's or Board member's personal device or account.

(cf. 4040 - *Employee Use of Technology*)  
(cf. 9012 - *Board Member Electronic Communications*)

The district may charge for copies of public records or other materials requested by individuals or groups, unless they are using their own personal equipment to reproduce the record. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

#### *Legal Reference:*

##### *EDUCATION CODE*

*234.7 Student protections relating to immigration and citizenship status*

*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 Student records*

*49091.10 Parental review of curriculum and instruction*

##### *GOVERNMENT CODE*

*3547 Proposals relating to representation*

*6250-6270 California Public Records Act*

*6275-6276.48 California Public Records Act; other exemptions from disclosure*

*8310.3 California Religious Freedom Act*

*53262 Employment contracts*

*54957.2 Minute book record of closed sessions*



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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 student records  
COURT DECISIONS  
City of San Jose v. Superior Court (2017) 2 Cal.5th 608  
Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282  
Sacramento County Employees' Retirement System v. Superior Court (2011) 195 Cal. App. 4th 440  
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:**

CSBA PUBLICATIONS  
Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications,  
March 2017  
CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS  
Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12  
Schools in Responding to Immigration Issues, April 2018  
California Department of Justice Guidelines for Access to Public Records, October 2017  
LEAGUE OF CALIFORNIA CITIES PUBLICATIONS  
The People's Business: A Guide to the California Public Records Act, rev. April 2017  
WEB SITES  
CSBA: <http://www.csba.org>  
California Office of the Attorney General: <http://oag.ca.gov>  
Institute for Local Government: <http://www.cacities.org>  
State Bar of California: <http://www.calbar.ca.gov>