

# CHELTENHAM TOWNSHIP SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: PUBLIC ACCESS TO SCHOOL RECORDS

ADOPTED: February 13, 2007

REVISED: December 9, 2008

801. PUBLIC ACCESS TO SCHOOL RECORDS	
1. Purpose	<p>The purpose of this policy is to establish and provide for the enforcement of reasonable rules governing the examination or the making of extracts, copies, photographs or photocopies of School District records that are public records or to which the public may have access as defined below. The District shall post at the administration office and on the District's web site, information regarding this policy as required by law.</p>
2. Open Records Officer	<p>Procedures regarding this policy are promulgated in the administrative procedure related to this policy.</p> <p>The Board shall designate an Open Records Officer, who shall be responsible for enforcing District policy regarding public access to District records.</p>
3. General	<p>The District shall not limit the number of records requested.</p> <p>When responding to a request for access, the District is not required to create a record that does not exist nor to compile, maintain, format or organize a record in a manner which the District does not currently use.</p>
4. Records Request	<p>The District shall not require an explanation of the reason for the request of records or the intended use of the requested record, unless otherwise required by law.</p> <p>Original District records shall not be removed from the District building, nor from the control or supervision of the Open Records Officer or his/her designee.</p>
5. Fees	<p>Fees for duplication and, where applicable, document retrieval will be charged according to a fee schedule which shall be periodically updated and included in a regulation issued pursuant to this policy.</p> <p>No fee may be imposed for review of a record to determine whether the record is subject to access under law.</p> <p>Prior to granting access, the District may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.</p>

	<p><i>Public Access to School District Records Which Do Not Qualify as Public Records Under State Law</i></p> <p>The primary responsibility of the administration and teaching staff of the District is the education of the students. The Board and administration will establish procedures for fulfilling individual requests for information. In providing that information, the Board believes it is appropriate to balance the public requests for information with the time constraints of the administration and the teaching staff.</p> <p>If the records requested do not fall under the definition of “public records” previously set forth in this policy, and are not exempted from inspection by law, in addition to the aforementioned duplication fee, the District will charge a retrieval fee as set forth in the fee schedule for administrative and clerical time. The District reserves the right to decline to respond to a record retrieval request for such records if deemed by the Superintendent or the Superintendent’s designee to constitute an undue burden on staff.</p> <p>The determination of whether the requested information is a “public record” or information to which the public may have access will be made by the Open Records Officer in consultation with the District Solicitor’s office.</p>
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