

Pennsbury School District

School Board Policy

Effective Date	Supersedes Index No.	Index No.
12/11/08	6220R of 8/26/04	801.1

Title: Public Records

Purpose: The School Board recognizes the importance of its public records as a source of information about the Pennsbury School District. 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 School District shall post at the administration office and on the School District's web site, information regarding this policy as required by law.

Procedures regarding this policy are promulgated in the administrative procedure related to this policy.

This document, Index No. 801.1, replaces previous Index No. 6220R.

Reference: 65 P.S. Section 66.1 et seq., as amended by Act 3 2008.

Policy: Open Records Officer

The School Board designates the Business Administrator as the Open Records Officer, who shall be responsible for enforcing District policy regarding public access to School District records.

General

The School District shall not limit the number of records requested unless the requester has made repeated requests for the same record and the repeated requests have placed an unreasonable burden on the School District.

When responding to a request for access, the School 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 School District does not currently use.

Records Requests

The School 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.

Original School District records shall not be removed from the School District building, nor from the control or supervision of the Open Records Officer or his/her designee.

Fees

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 procedure issued pursuant to this policy.

No fee may be imposed for review of a record to determine whether the record is subject to access under law.

Prior to granting access, the School District may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.

**Responsible
Administrator:** Business Administrator