

Upper Perkiomen School District

SECTION: OPERATIONS No. 801
 TITLE: PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS
 ADOPTED: 4/13/00
 REVISED: 12/04/03, 12/04/08

801 - PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS		1
1. Purpose	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 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 website, information regarding this policy as required by law.	2 3 4 5 6 7 8 9
2. Guidelines	Procedures regarding this policy are promulgated in the administrative regulation related to this policy.	10 11
65 P.S. Sec. 67.502	<u>Open Records Officer</u> The Board shall designate an Open Records Officer, who shall be responsible for enforcing District policy regarding public access to District records.	12 13 14 15 16
65 P.S. Sec. 67.302	<u>General</u> The District shall not limit the number of records requested.	17 18 19
65 P.S. Sec. 67.705	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.	20 21 22 23
65 P.S. Sec. 67.703	<u>Records Request</u> 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.	24 25 26 27 28 29 30
65 P.S. Sec. 67.1307	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.	31 32
	<u>Fees</u> 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 the policy.	33 34 35 36 37 38 39
	No fee may be imposed for review of a record to determine whether the record is subject to access under the law.	40 41 42
	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.	43 44 45
	The determination of whether the requested information is a "public record" or information to which the community may have access will be made by the Open Records Officer in consultation with the District Solicitor's office.	46 47 48 49
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