

## **KDB-R**

### **REGULATION**

#### **PUBLIC'S RIGHT TO KNOW / FREEDOM OF INFORMATION**

Public records of the District will be open for inspection by any person as provided by law.

Public record means any recorded information in whatever form that is made, received, maintained, or is in the possession the District as required by law or in the transaction of public business as a record of hte organization, functions, policies, decisions, procedures, operations or other activities of the District. Such records include minutes of the Governing Board, agendas, financial records, contracts, and statistical summaries.

The office of the Superintendent will be open to receive requests for records inspection or copying during normal business hours on Monday through Friday.

All persons requesting inspection and/or copying of public records must attest whether they have requested the public records of the District for a noncommercial or commercial purpose. If the records are requested for a commercial purpose, the requester must provide a notarized statement setting forth the commercial purpose for which the materials will be used.

The above declaration will be made and signed on the official form provided by the District for requesting inspection and/or copying of public records.

The Superintendent will permit access to, or provide for the copying of, the records requested within a reasonable period of time following receipt of the signed request or will provide an explanation of a cause for further delay and will give notification of the time the records will be available, or, if access is denied, the Superintendent will provide a written statement of the grounds for denial.

Requirements of access and inspection apply only to existing records and do not require creation of new records. Public inspection of a document that otherwise would be a public record may be denied by the Superintendent if (1) the record is made confidential by statute, (2) the record involves the privacy interests of persons, or (3) disclosure would be detrimental to the best interests of the District. If a public record contains material that is not subject to disclosure, the District will delete such material and make available to the requester such material in the record as is subject to disclosure.

Records contained on a computer will be provided only in the form in which the information can be made available using existing computer programs.

Copies of radio or recording tapes of discs, video or films, pictures, slides, graphics, illustrations, or similar audio or visual items or devices will not be furnished unless such items or devices have been shown or played at a public meeting of the Governing Board.

A fee shall be levied on each request to cover the cost of making copies, staff time, computer time, etc. Fees will be collected prior to releasing material.

***Fees for Records Requested for Noncommercial Purposes:***

- 50¢ per page for a paper copy of a public record; 40¢ per page for an electronic copy.
- \$5.00 per videotape, digital video disc (DVD), or compact disc (CD) of a public record, plus cost of tape or disc.
- \$10.00 per electronic file of data (e.g., spreadsheets of data).
- Free copies of public records will be furnished, as required by state law, if they are to be used in claims against the United States.

***Fees for Records Requested for Commercial Purposes:***

- The cost of obtaining the document in the District's possession, actual cost of reproduction by District or vendor; and cost of postage.
- The value of the reproduction on the commercial market as best determined by the District; and
- The fee for paper or electronic copies of competitive bid files requested for a commercial purpose will be two hundred fifty dollars (\$250) per bid file.
- The charge for other records for a commercial purpose will be one dollar (\$1) per page.