

## BP 1340

The Governing Board recognizes the right of citizens to have access to public records of the district. The Board intends the district to provide any person with reasonable access to the public records of the schools and district during normal business hours and within the requirements of law. The District is not required to provide public access to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law.

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, 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. The Superintendent or designee is not required to disclose records not required by law and is not required to synthesize, summarize, or create new records in response to a public records act request unless required by law.

The district may charge for copies of public records or other materials requested by individuals or groups to the extent permitted by the California Public Records Act. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in the administrative regulation.

In order to help maintain the security of district records, members of the public that view records in a district facility shall do so in the presence of a district staff member.

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. The location of a physical writing (e.g., classroom, district office, private residence) and the location of an electronic writing (e.g., server, computer hard drive) is irrelevant to whether a record is considered public.

Writing means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

Member of the public means any person, except a member, agent, officer, or



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3547 Proposals relating to representation  
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