

SENECA VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: PUBLIC RECORDS

ADOPTED: February 7, 1994

REVISED:

<p>1. Purpose</p> <p>2. Definition 65 P.S. 66.1</p> <p>3. Authority 65 P.S. 66.1 et seq</p> <p>Title 22 Sec. 12.33</p> <p>P.L. 93-380 45 CFR 99</p>	<p style="text-align: center;">801. PUBLIC RECORDS</p> <p>The Board recognizes the importance of public records as the record of the district's actions and the repository of information about this district. The public has the right under law to inspect and to procure copies of public records, with certain exceptions, subject to Board policy.</p> <p>The public records of this district shall mean any account, voucher or contract dealing with the receipt or disbursement of funds; acquisition, use or disposal of services or supplies, materials, equipment or other property; or any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group.</p> <p>The Board shall make the district's public records and copies thereof available for inspection in accordance with established guidelines, with the exception of those records exempted from such inspection and copying by law and Board policy.</p> <p>Records exempted by law include:</p> <ol style="list-style-type: none"> 1. Reports, communications or other items, whose publication would disclose the institution, progress or result of an investigation undertaken in the performance of official duties. 2. Any record, document, material, exhibit, report, memorandum or other paper to which access or publication is prohibited, restricted or forbidden by law, court order or decree; or which would operate to the prejudice or impairment of a person's reputation or personal security; or result in the loss of federal funds, except the record of a conviction for any criminal act. 3. Records concerning individual students. <p>The Board declares disclosure of certain public records to be inimical to the public interest and therefore exempts from public inspection any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as records,</p>
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<p>4. Guidelines 65 P.S. 66.1 et seq</p>	<p>data, reports, recommendations, or other personal material including, but not limited to, information relative to the individual's personal and family circumstances, unless the individual concerned or, in the case of a minor or incompetent, his/her guardian shall request in writing that the same be disclosed publicly.</p> <p>The public may inspect and procure copies of the public records of this district, except exempted records, in accordance with the following procedures and guidelines:</p> <ol style="list-style-type: none"> 1. The budget, annual financial report and independent auditor's report are available for public inspection during regular business hours. Copies are available at \$.25/page. Advance notice is requested for copies. 2. Other requests for documents must be made to the Board Secretary, in writing. The Superintendent shall make a determination about the appropriateness of the request and direct it to the proper operating department. 3. Upon receipt of direction from the Superintendent, an operating department will make copies of the requested documents and forward them to the Superintendent's office. 4. The Board Secretary shall advise the requesting parties of the availability of the information. Documents may be collected in the reception area after payment of a fee of \$.25/page. 5. Requests for information deemed to be unreasonable and obvious attempts at harassment will be denied. Citizens have the right to appeal such denials in writing to the Board. The determination of the Board shall be final. 6. Requests for information requiring extensive clerical work, such as searches through archives or cross-indexing files will include a clerical fee. The requesting party shall be advised in advance of the fee prior to work. 7. A citizen requesting only to inspect allowed public records may do so without a copy fee. All other provisions of this subsection, including notice and fee for clerical assembly, will apply. No public record may be removed from the control or supervision of the designated custodian.
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<p>5. Delegation of Responsibility</p> <p>SC 518 P.L. 93-380 45 CFR 99 Title 22 Sec. 12.33</p> <p>Pol. 906</p>	<p>The Superintendent shall develop procedures to implement this policy which include:</p> <ol style="list-style-type: none">1. Preparation of a retention schedule which conforms to law; requires permanent safeguarding of Board minutes, annual audit reports and permanent student records; and mandates retention of all fiscal records required for audit until the audit has been received and approved.2. Provisions to guard the confidentiality of records exempted from the availability of public records.3. That financial account books, orders, bills, contracts, invoices, receipts, and purchase orders shall be retained by the district for a period of not less than six (6) years.4. Procedures by which a citizen denied access to any district records may appeal that decision.
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