
CLOVIS UNIFIED SCHOOL DISTRICT

COMMUNITY RELATIONS

ACCESS TO DISTRICT RECORDS/PUBLIC RECORDS

PURPOSE: To establish requirements and procedures for public access to public records.

The Board recognizes the importance of providing access to public records of the District and the District's responsibility to make public records available to the public. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state and federal law.

In response to a public records request made in accordance with law, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as 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 Board directs that all records of this District be made, maintained, and safeguarded in full compliance with the requirements of law and policies and regulations.

The District may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

Nothing in this policy shall be construed as preventing a Board member from inspecting any records of this District, except student records, in the performance of his/her official duties.

To help maintain the security of District records, members of the public granted access shall examine records in the presence of a District staff member.

Adopted: 12/12/1979

Amended: 06/08/1992, 02/22/2006, 09/23/2020 (BP 7202 renumbered as BP 1340), 12/08/2023

EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status

35145 Public meetings

35170 Authority to secure copyrights

35250 Duty to keep certain records and reports

41020 Requirement for annual audit

42103 Publication of proposed budget; hearing

44031 Personnel file contents and inspections

44839 Medical certificates; periodic medical examination

49060-49079 Student records

49091.10 Parental review of curriculum and instruction

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GOVERNMENT CODE

3547 Proposals relating to representation
7920.000-7930.215 California Public Records Act
8310.3 California Religious Freedom Act
53262 Employment contracts
54957.2 Minute book record of closed sessions
54957.5 Agendas and other writings distributed for discussion or consideration
81008 Political Reform Act, public records; inspection and reproduction

CALIFORNIA CONSTITUTION

Article 1, Section 3 Right of access to governmental information

CODE OF REGULATIONS, TITLE 5

430-438 Individual student records

COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal.5th 608
Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282
International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County (2007) 42 Cal.4th 319
Los Angeles Times v. Alameda Corridor Transportation Authority (2001) 88 Cal.App.4th 1381
Kleitman v. Superior Court (1999) 74 Cal.App. 4th 324
Fairley v. Superior Court (1998) 66 Cal.App. 4th 1414
North County Parents Organization for Children with Special Needs v. Department of Education (1994) 23 Cal.App. 4th 144

ATTORNEY GENERAL OPINIONS

71 Ops.Cal.Atty.Gen. 235 (1988)
64 Ops.Cal.Atty.Gen. 186 (1981)

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