



## **KDB - PUBLIC INSPECTION AND COPYING OF DISTRICT RECORDS**

Poudre School District shall respond to requests from members of the public to inspect and/or obtain copies of District records as authorized under the Colorado Open Records Act and other applicable laws. Public inspection and copying of District records shall be governed by the following terms and conditions:

1. All record inspection and copying requests shall be sufficiently specific to allow the District to efficiently identify the desired records with reasonable certainty. In order to clarify and facilitate the processing of a request to inspect and/or obtain copies of its records, the District may require that the request be made in writing.
2. The District may charge a fee of \$30 per hour for all time spent in excess of one hour for: (a) research and retrieval of requested records; (b) conducting searches for requested records; (c) inspecting records to segregate those that are not responsive, those that are not public records and those that are confidential and/or privileged; and (d) the production and/or copying of voluminous records. In order to limit the disruption of regular District operations, the time spent in responding to records requests may be limited to a specified number of hours per day or per week.
3. The District has no obligation to manipulate electronic data to create one or more new records in response to requests from members of the public. If the District in its discretion chooses to take such action, it may charge a reasonable fee not to exceed the actual cost of manipulating the data and generating the record.
4. The District may determine the format (i.e., hard copy, electronic data provided on compact disk, via e-mail or via another medium) in which its records will be produced for inspection and in which copies shall be provided, unless otherwise required by law.
5. District employees may be assigned to monitor the inspection of District records by members of the public, and an appointment may be required for such inspection in order to prevent unreasonable interference with regular District operations.
6. Under no circumstances shall records be removed from District premises by members of the public for inspection or copying. Copies shall be made by District employees, agents or contractors.
7. The District shall charge a fee not to exceed 25 cents per page for hard copies of District records in excess of 100 pages unless the actual copying cost exceeds that amount, in which case the actual cost shall be charged.

8. If a requested record is a result of computer output other than word processing, the fee for a copy shall be based on recovery of the District's actual costs of providing the electronic service and product, together with a reasonable portion of the costs associated with building and maintaining the information system.
9. The District may require that any fees associated with the location, production and/or copying of records requested by members of the public shall be paid before the requested records are located, produced or copied.

In addition to the foregoing, the District may develop such rules and administrative guidelines concerning the inspection and copying of its records as are reasonably necessary for the protection of its records and the prevention of unnecessary interference with the regular discharge of the duties of departments and employees responsible for its records.

Adopted by Board: April 1972

Revised by Board: December 1974

Revised by Board: December 1981

Revised by Board: March 1988

Revised by Board: September 1993

Revised by Board to conform with practice: May 22, 1995

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Revised by Superintendent: August 31, 2009

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LEGAL REF:

C.R.S. 22-9-109

C.R.S. 22-32-109(1)(c)

C.R.S. 24-72-201, et seq.

20 U.S.C. 1232g

CROSS REFS:

ECAF, Video Surveillance

GBJ, Personnel Records and Files

JRA/JRC, Student Records/Release of Information on Students