

(See BE, CNA, ECA, IDAE, II, HAI, JGGA, and JR et seq.)

The board shall designate a Freedom of Information Officer with the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws and may assign another district employee to handle requests for records and serve as the custodian of the records. The custodian shall prominently display and distribute or otherwise make available to the public a brochure in the form prescribed by the local Freedom of Information Officer.

#### Types of Records

A public record means any recorded information, regardless of form or characteristics which is made, maintained or kept by or is in the possession of the district, including those exhibited at public board meetings.

#### Central Office Records

Records maintained by the superintendent shall include, but not be limited to, the following: financial, personnel, property (both real and personal) owned by the district.

#### Building Records

Records maintained by the building principals shall include, but not be limited to, the following: activity funds and student records. (See JR et seq.)

#### Public Access

All records except those subject to exception by the Kansas Open Records Act shall be open to inspection by the general public during regular office hours of any school or the district office. The superintendent will establish procedures for making records available on normal business days when district offices are closed. Copies of open records shall be available on written request.

Requests for access to open records shall be made in writing to an official custodian of district records. The official custodian shall examine each request to determine whether the record requested is an open record or is subject to an exception by the Kansas Open Records Act. The custodian shall either grant or deny the request.

If the custodian does not grant the request, the person requesting the record shall receive a written explanation of the reason for the denial within three days of the request, if an explanation is requested. If the requester disagrees with the explanation, the freedom of information officer shall settle the dispute.

To the extent possible, requests for access to records shall be acted on immediately. If the request is not acted on immediately, the custodian shall inform the requester of when and where the open record will be made available. The record shall be made available within three business days of the request. Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

The board shall annually set a fee for copies of records. Advance payment of the expense of copying open records shall be borne by the individual requesting the copy. Under no circumstances shall the documents be allowed out of their usual building location without approval of the official custodian.

Revenue from copying open records will be deposited in the district's general fund.

**Disposition**

All district office records shall be kept for at least the minimum length of time required by law.

The clerk is designated as the official custodian of all board and district office records maintained by the district. Each building principal is designated as official custodian of all records established and maintained at the building level. In addition to those records required by law, the clerk shall be responsible for preparing and keeping other records necessary for the district's efficient operation.

District employees shall follow the guidelines found in the student records policies. (See JR and JRB)

**Retention of Documents in Certain Circumstances (See CNA)**

Approved: July 1, 2001; 10/07

**Recommended Only:** Adapt for local use. Be prepared to accept other written records requests not on this form. You can require: name, address and a description of the record requested in writing.  
You cannot require this information in any particular form.

UNIFIED SCHOOL DISTRICT NO. 307  
SALINA, KANSAS  
PUBLIC REQUEST FOR  
SCHOOL RECORDS

Person requesting records \_\_\_\_\_

Address of person requesting records \_\_\_\_\_

Specific records being requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Approval to release records

\_\_\_\_ Denial to release records

\_\_\_\_ Delayed release of records

Reason for denial or reason for delay:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Custodian/  
Freedom of Information Officer

\_\_\_\_\_  
Date

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For Office Use Only:

Date and time the request was made \_\_\_\_\_