

POLICY 823 - ACCESS TO PUBLIC RECORDS

The School Board of the Rosendale-Brandon School District shall allow persons to have access to school district records in accordance with this policy and implementing procedures, and in accordance with law.

The District Administrator is designated as the legal custodian of records for any school district authority. (Except that the high school, middle school, and elementary principals are designated legal custodians for records of their buildings.) The legal custodian shall safely keep and preserve records of the authority and shall have full legal power to render decisions and carry out duties related to those public records maintained by any school district authority. The legal custodian may deny access to records only in accordance with the law. (The legal custodian is authorized and encouraged to consult with the district's legal counsel in determining whether to deny access to a record in whole or in part.)

The following positions constitute a local public office within the School District of Rosendale-Brandon:

- District Administrator
- High School Principal
- Middle School Principal
- Elementary School Principal

Public records may be inspected, copied and/or abstracted at any time during established district office hours. The legal custodian may establish fees in accordance with the law.

APPROVED: February 7, 1983

REVISED: December 20, 2004