

**PATTONVILLE SCHOOL DISTRICT**

**EPS Code: BDAA**

**District Code:**

### **ACCESS TO PUBLIC RECORDS**

The person acting as Administrative Assistant to the Superintendent of Schools from time to time is hereby designated as the custodian responsible for maintenance of the school district's records. The school district shall make the identity and location of this custodian available on request to members of the public. Any and all requests for access to public records of the school district shall be directed to the custodian.

The custodian will act on such requests as soon as possible, but in no event later than the end of the third business day following the date the request is received by the custodian unless reasonable cause exists requiring that the period of time exceed three days in which event the custodian shall give a detailed explanation of the cause for delay and the place and earliest time and date when the record will be made available for inspection.

If a request for access is denied, the custodian shall provide, upon written request, a written statement of the grounds for such denial stating specifically the provision of the law under which access is denied. This explanation shall be furnished to the requester no later than the end of the third business day following the date that the request for the statement is received.

The custodian is directed to seek the advice of counsel for the school district to the extent necessary or desirable in making determinations of what records are, and what records are not, open to the public and in determining other questions which may arise in complying with the statute.

A reasonable fee not exceeding the actual cost of document search and duplication shall be set from time to time by the Superintendent of Schools and such fee shall be communicated to the Board for its approval. Documents may be furnished without charge or at a reduced charge when the school district determines that waiver or reduction of the fee is in the public interest because it is likely to contribute significantly to the public understanding of the operations or activities of the school district and is not primarily in the commercial interest of the requesting party. In no event shall any school district records be removed from the school district without express prior approval of the custodian.

Adopted: October 13, 1987

Revised: January 11, 2000