

BRISTOL BOROUGH SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: PUBLIC RECORDS

ADOPTED: April 13, 2000

REVISED:

801. PUBLIC RECORDS	
<p>1. Purpose</p>	<p>The Board recognizes the importance of public records as the record of the district's actions and the repository of information about this district. The public has the right under law to inspect and to procure copies of public records, with certain exceptions, subject to Board policy.</p>
<p>2. Definition 65 P.S. 66.1</p>	<p>The public records of this district shall mean any account, voucher or contract dealing with the receipt or disbursement of funds; acquisition, use or disposal of services or supplies, materials, equipment or other property; or any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group.</p>
<p>3. Authority 65 P.S. 66.1 et seq</p>	<p>The Board shall make the district's public records and copies thereof available for inspection in accordance with established guidelines, with the exception of those records exempted from such inspection and copying by law and Board policy.</p> <p>Records exempted by law include:</p> <ol style="list-style-type: none"> 1. Reports, communications or other items, whose publication would disclose the institution, progress or result of an investigation undertaken in the performance of official duties. 2. Any record, document, material, exhibit, report, memorandum or other paper to which access or publication is prohibited, restricted or forbidden by law, court order or decree; or which would operate to the prejudice or impairment of a person's reputation or personal security; or result in the loss of federal funds, except the record of a conviction for any criminal act. 3. Records concerning individual students. <p>The Board exempts from public inspection records concerning:</p> <ol style="list-style-type: none"> 1. Pending negotiations toward a collective bargaining agreement.
<p>Title 22 Sec. 12.33</p>	
<p>P.L. 93-380 45 CFR 99</p>	

<p>4. Guidelines 65 P.S. 66.1 et seq</p> <p>5. Delegation of Responsibility SC 518 P.L. 93-380 45 CFR 99 Title 22 Sec. 12.33</p>	<ol style="list-style-type: none">2. Any material whose disclosure constitutes an unwarranted invasion of individual privacy such as records, data, reports, recommendations, or other personal material, including but not limited to information relative to the individual's personal and family circumstances, unless the individual concerned or his/her guardian shall request in writing that the same be disclosed publicly.3. Procedures and techniques utilized in protecting the safety and property of the public, where such disclosure would impair protection.4. Pending or anticipated litigation, contract negotiations other than the collective bargaining process, and other issues that may fall within the privileged relationship between the Board and its solicitor or other consultants and special agents. <p>The public may inspect and procure copies of the public records of this district, except exempted records, during the regular business hours of the office in which such records are maintained.</p> <p>A citizen may obtain copies of the public records of this district upon payment of the cost of copying.</p> <p>No public record may be removed from the control or supervision of the designated custodian.</p> <p>Nothing in this policy shall prevent a Board member from inspection of any district record in the performance of official designated duties.</p> <p>The Superintendent shall develop procedures to implement this policy which include:</p> <ol style="list-style-type: none">1. Preparation of a retention schedule which conforms to law; requires permanent safeguarding of Board minutes, annual audit reports and permanent student records; and mandates retention of all fiscal records required for audit until the audit has been received and approved.2. Provisions to guard the confidentiality of records exempted from the availability of public records.
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