

POLICY NO. 1325
Adopted: 4-22-81
Revised: 11-8-00

PUBLIC ACCESS TO DISTRICT RECORD

POLICY:

Definitions

- 1.0** "School District Records" include any writing, printing, photographing, etc., containing information relating to the conduct of operations and functions of the District which is prepared, owned, used, or retained by the District. "Writing" means handwriting, typewriting, printing, photocopying, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films, microfiche, and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings and other documents including existing data compilations from which information may be obtained or translated. "School District Records" do not include the personal notes and memoranda of staff which remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.