

LEONARDO DA VINCI HEALTH SCIENCES CHARTER SCHOOL (LdVCS)

RELEASE OF PUBLIC INFORMATION TO PUBLIC

I. STATEMENT OF PURPOSE:

Leonardo da Vinci Health Sciences Charter School's Board of Trustees recognizes the rights of citizens to have access to public records of the school. The Board of Trustees intends to provide any person reasonable access to the public records of the Charter School during normal business hours and within the requirements of state and federal law.

II. GENERAL STATEMENT OF POLICY

Any person shall have reasonable access, during normal business hours, to the public records of the Charter School. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance. Any reasonably segregable portion of a record shall be made available for inspection by every person requesting the record after deletion of the portions that are exempted by law. (California Government Code 6253)

Any person upon payment of a charge of 10 cents per impression (each side of page), may receive a copy of a public record plus clerical time (\$20-\$28/hr) for duplication of the documents.

Every person may request a copy of any school record open to the public and not exempt from disclosure. (California Government Code 6253) Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other statutes.

Within 10 days of receiving any request for a copy of records, the Director or designee shall determine whether the request seeks copies of disclosable public records in the Corporation or School's possession. The Director or designee shall promptly inform the person making the request of his/her determination and the reasons for the decision. (California Government Code 6253)

In unusual circumstances, the Director or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (California Government Code 6253)

1. The need to search for and collect the requested records from establishments that are separate from the office processing the request.

2. The need to search for, collect and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request.
3. The need for consultation, which shall be conducted with all practicable speed, with another agency having a substantial interest in the determination of the request or among two or more components of the school having substantial subject matter interest therein.
4. The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

If the Director or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (California Government Code 6253)

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (California Government Code 6253)

The Director or designee shall charge an amount for copies that reflects reasonable costs of duplication. Written requests to waive the fee shall be submitted to the Director or designee.

If any person requests a public record be provided in an electronic format, the Charter School shall make that record available in any electronic format in which it holds the information.

The Charter School shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the school to create copies for its own use or for use by other agencies. (California Government Code 6253.9)

The cost of duplicating an electronic record shall be limited to a reasonable cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (California Government Code 6253.9)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals.
2. The request would require data compilation, extraction, or

programming to produce the record.

A. Assistance in Identifying Requested Records

If the Director or designee denies a request for disclosable records, he/she shall assist the requester in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Director or designee shall do all of the following: (California Government Code 6253.1)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified.

If after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Director or designee is still unable to identify the information, this requirement will be deemed satisfied.

2. Describe the information technology and physical location in which the records exist.
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

Provisions of the Public Records Act shall not be construed so as to delay access for purposes of inspecting records open to the public. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (California Government Code 6253)

Original Effective: September 23, 2013