

**PUBLIC RECORDS POLICY
(Includes Open Records Request)**

The school board of the Cambria-Friesland 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 superintendent is designated as the legal custodian of records for any school district authority. 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.)

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. A list of such fees shall be made available at the district office.

A public records notice shall be displayed in designated locations throughout the district and procedures shall be developed to implement this policy.

Approved: December 20, 1982

Revised: April 28, 2014

Reviewed by Board: October 25, 2004