

GRAND ISLAND PUBLIC SCHOOLS

9230 ACCESS TO DISTRICT RECORDS

The Grand Island Public Schools shall allow persons to have access to district records in accordance with this policy and State and Federal regulations.

The Superintendent shall be the official custodian of district records. Such records will be open for inspection at the office of the Superintendent during normal business hours. No records will be released for inspection by the public or any unauthorized person if such disclosure would be contrary to the public interest as described in state and federal laws.

Individuals desiring access to records will submit a specific written request, on forms provided, to the office of the Superintendent. Upon receipt of the request, the Superintendent or designee shall do the following:

- 1) Determine whether the record request is sufficient to reasonably describe the requested record;
- 2) Determine whether the requested record exists;
- 3) Determine whether the requested record is accessible to the requester;
- 4) Provide to the requester as soon as is practicable and without delay, but not more than four business days after actual receipt of the request, either (a) access to or, if copying equipment is reasonably available, copies of the public record, (b) if there is a legal basis for denial of access or copies, a written denial of the request together with the information specified in section 84-712.04, or (c) if the entire request cannot with reasonable good faith efforts be fulfilled within four business days after actual receipt of the request due to significant difficulty or the extensiveness of the request, a written explanation, including the earliest practicable date for fulfilling the request, an estimate of the expected cost of any copies, and an opportunity for the requester to modify or prioritize the items within the request;

Copies made by the requester using his or her own copying or photocopying equipment shall be made on the premises of the School District or at a location mutually agreed to by the requester and the School District.

If the district provides the photocopies, it reserves the right to charge a fee not to exceed five dollars plus ten cents per page photocopy cost and the actual cost for personnel time. If media other than photocopies are requested, such cost will be actual media cost plus personnel time.

This policy shall not pertain to student records or conflict in any way with the Grand Island Public Schools Policy: *8710—Student Personnel Files and Records*.

References: *Nebraska Revised Statutes: 84-712 through 84-712.08 (2012)*
Family Educational Rights & Privacy Act, (FERPA) (20 U.S.C. § 1232 j; 34 CFR Part 99)

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