

<b>Harrisburg School District</b>	<b>NEPN Code: KBAA</b>
<b>Policy Manual</b>	

**PUBLIC RECORDS**

The District believes in operating in an open, transparent manner and will make district records available for public inspection, provided the release of the record(s) does not conflict with state or federal law.

The Board hereby designates the Superintendent as the District’s public records officer. The public records officer will be responsible for allowing inspection of records upon public request, and for maintaining confidentiality of those records not open to the public. The public records officer will also establish fees that may be charged for the retrieval and copying public records. No fee may be charged for the electronic transfer of any minutes of open meeting actions that were recorded in the last three years.

Adopted:

Revised: