

Regulation

DISTRICT RECORDS AND REPORTS

The business administrator/board secretary is designated the custodian of all records, documents, writing, letters, memoranda, or other written typed, copied, or developed materials possessed, assembled, or maintained by the Mendham Borough School District. Guidelines for the administration of requests for inspection and/or copying of such documents are as follows:

- A. All requests for public information must be in writing on the form prepared by the custodian. Upon receipt of the request, the custodian of school records shall make a determination as to whether the information requested is public in nature:
 - 1. The form for the request of information will conform to the requirements of the statute (see exhibit 3570);
 - 2. Access to the requested material or denial of such access must be made within seven business days unless the materials are archived or in storage;
 - 3. The seven business days shall begin on the day the request is received;
 - 4. The custodian must post in clearly visible places a clear statement of the right to appeal a denial of access or the failure to provide documents. Such denial may be appealed by:
 - a. A challenge brought in superior court;
 - b. A complaint filed with the Government Records Council;
 - 5. Other governmental agencies requesting access to public information must supply all the needed information, but are not required to use the request for information form.
- B. All public records as the term is defined by application law including, but without limitation, the New Jersey Right-to-Know Law, N.J.S.A. 47:1A-1 et. seq., common law, executive orders, attorney general opinions and decisional law, shall be available for inspection and copying by all persons requesting same in writing addressed to the Custodian of school records. No showing of any personal particular interest in the material is required;
- C. If the custodian of school records finds the information to be public in nature, he/she shall direct that it be released for inspection, examination or reproduction on the school premises;
- D. Access shall be granted during the hours the board office is open. The custodian shall designate a district employee to be present whenever school records are inspected or examined.
- E. If material is to be reproduced, the copying shall be done by a district employee;
 - 1. The fee assessed for the duplication of printed records shall be \$0.05 per page for letter-sized pages and smaller and \$0.07 per page for legal-sized paper and larger;
 - 2. The fee for duplication of computer discs, CD-ROMs and DVDs shall be the actual cost for duplication;
 - 3. If actual costs of materials and supplies only exceed the above costs to produce copies, the district may charge the actual cost of reproduction;
 - 4. Electronic records (i.e. records sent via email or fax) shall be provided free of charge;
- F. If the custodian is unable to ascertain whether the requested information is public in nature, he/she is authorized by the board to request an opinion from the board attorney. The custodian shall inform the requesting person that an opinion is being requested from the board attorney. The attorney must respond within the guidelines established by statute

DISTRICT RECORDS AND REPORTS (regulation continued)

- G. The official copy of the board policy manual will be maintained in the superintendent's office. The manual will also be available on the internet. Newly adopted policies shall be incorporated into the district policy manuals and placed on the district web site;
- H. Minutes of all public meetings shall be made available for public review in conformance with bylaw 9326 Minutes. Minutes of closed session meetings will be available in accordance with statute when the reasons for non-disclosure no longer exist.

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