

Public Access to District Records/Public Records Act

I. Definitions

Public records include any writing containing information relating to the conduct of the District's business prepared, owned, used, or retained by the District regardless of physical form or characteristics. (Government Code 6252)

Writing means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 6252)

Member of the public means any person, except a member, agent, officer, or employee of the District or a federal, state, or other local agency acting within the scope of such membership, agency, office, or employment. (Government Code 6252)

II. Public Records Request

Requests can be made by mail, electronic mail, facsimile, telephone, etc., using the contact information indicated below:

Office of Public Information
Glendale Unified School District
223 N. Jackson Street
Glendale, CA 91206
Phone: (818) 241-3111, Ext. 1218
Fax: (818) 548-9041
Email: pra@gusd.net

Although the District must accept verbal requests for records, to avoid ambiguity and confusion, it is encouraged that all requests be made in writing. A request may be made anonymously and the District may not require that Requestors state a need for the information requested or how the information will be used.

Because the law favors disclosure, there is not a strict requirement that particular language be used in a request. The District has an obligation to assist a Requestor in making a focused and effective request. To this end, the District must provide suggestions to a Requestor for overcoming any practical basis for denying access to records or information sought and must assist the Requestor in identifying records and information that are responsive to the request.

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The District is allowed to charge a reasonable fee for the cost of copies provided to a Requestor.

When disclosing to a member of the public any record that contains personal information, including, but not limited to, an employee's home address, home telephone number, social security number, personal cell phone number, or birth date, the District shall ensure that such personal information is redacted from that record. (Government Code 6254.29, 6254.3)

III. Records Exempt from Disclosure

The District will determine which records or a portion thereof are exempt from disclosure. There are numerous exemptions from the disclosure requirements established under the Public Records Act. The applications of those exemptions are exceedingly case specific and usually not clear cut. Every exemption is narrowly construed and the District has the burden of establishing whether or not a record was legally withheld from disclosure. Once the District discloses a record to any member of the public, the disclosure may constitute a waiver of any exemptions to future disclosure that may have applied. If the District has waived exemption to disclosure, access to the same record may not be denied to others in the future. A record may not be withheld from production simply because part of the record may be exempt from production. Any reasonably segregable non-exempt portion of a record must be made available after deletion of the portions of the record that are exempt by law.

IV. Inspection of Records and Requests for Copies

- A. Any person may receive a copy or inspection of any District record that is not exempt from disclosure. (Government Code 6253)
- B. Within ten (10) calendar days of receiving any request to inspect or copy a District record, the District shall determine whether the request seeks release of a disclosable public record in the District's possession. The District shall promptly inform the Requestor its determination and the reasons for the decision. (Government Code 6253)
- C. In unusual circumstances, the District may extend the 10-day limit for up to 14 days by providing written notice to the Requestor and setting forth the reasons for the extension and the date on which a determination is expected to be made.
- D. If the District determines that the request seeks disclosable public records, the

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determination shall state the estimated date and time when the records will be made available. (Government Code 6253)

- E. Public records shall be open to inspection at all times during District office hours. Any reasonably segregable portion of a record shall be made available for inspection by any person requesting the record after deletion of the portions that are exempted by law. (Government Code 6253)
- F. 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. (Government Code 6253)
- G. The District shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Superintendent or designee.
 - 1. For Public Records requests received on or after January 1, 2014, copies shall be furnished at the cost of \$.25 per page, or a statutory fee, if applicable.
 - 2. The charge for videotapes of a Board of Education meeting shall be \$10 per meeting, to a maximum of two tapes of two hours each in duration. Additional tapes are subject to a \$10 charge per tape.
- H. Without charging any fees or costs, the District shall allow members of the public to use their own equipment on District premises to photograph or otherwise copy or reproduce a disclosable record as long as the means of copy or reproduction: (Government Code 6253)
 - 1. Do not require the equipment to make physical contact with the record.
 - 2. Will not result in damage to the record.
 - 3. Will not result in unauthorized access to the District's computer systems or secured networks by using software, equipment, or any other technology capable of accessing, altering, or compromising the District's electronic records.
- I. The District may impose any reasonable limit on the use of personal equipment to photograph, copy, or reproduce a disclosable record that is necessary to protect the safety of records, or to prevent the copying of records from being an unreasonable

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burden to the orderly function of the District and its employees. The District may also impose any limit that is necessary to maintain the integrity of, or ensure the long-term preservation of, historic or high-value records. (Government Code 6253)

- J. In addition to maintaining public records for public inspection during District office hours, the District may comply with public records requests by posting any public record on the District's web site and, in response to a public records request, directing the member of the public to the location on the web site where the record can be found. However, if the member of the public is unable to access or reproduce the record from the web site, the District shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy. (Government Code 6253)
- K. If any person requests that a public record be provided in an electronic format, the District shall make that record available in any electronic format in which it holds the information. The District 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 District to create copies for its own use or for use by other agencies. (Government Code 6253.9)
- L. The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the Requestor 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: (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.

V. Assistance in Identifying Requested Records

- A. If the District denies a request for disclosable records, the Requestor shall be assisted in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the District shall do all of the following: (Government Code 6253.1)
 - 1. Assist in identifying records and information responsive to the request or

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the purpose of the request, if specified.

If, after making a reasonable effort to elicit additional clarifying information from the Requestor to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall 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.
- B. Provisions of the Public Records Act shall not be construed so as to delay or obstruct the inspection or copying of public records. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

Rules Approved: 09/23/2003

Rules Revised: 10/15/2013; 04/27/2018; 06/07/2019; 09/25/2020