

PUBLIC RECORDS

Date of Adoption: November 19, 2002

For the protection of the public interest, the Board believes that members of the community have a right to inspect, copy or examine district records, with certain exemptions as specifically described in statute. Any limitations on this right shall be construed in favor of the public's right to access, pursuant to the Open Public Records Act, PL 2001 (NJSA 47-1A-1.1).

The Board designates the Board Secretary/Business Administrator as the custodian of district records. Requests for records shall be submitted to the custodian in writing on the appropriate form. The custodian shall reply to all requests promptly and provide information pursuant to statute.

The custodian shall permit district records to be inspected, or copies obtained, during the hours that the Board office is open. Copies may be made at fees not to exceed those set by statute. Access shall be granted in the medium requested or some other meaningful medium, unless the request is for a record in a medium not routinely used by the district; not routinely developed or maintained by the district; or requiring a substantial amount of manipulation or programming of information technology. In these cases, the Board may add a special reasonable charge.

The custodian shall ensure that statements are prominently posted in district offices that describe the specific terms of the public's right to appeal a denial of access and procedures for filing an appeal.

Scotch Plains-Fanwood Public Schools

Legal Reference:

Open Public Records Act, PL 2001
NJSA 47-1A-1.1

Supersedes policy dated December 19, 1974.