

Regulation BE-R: School Board Records

Status: DRAFT

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PUBLIC RECORDS, INSPECTION AND REPRODUCTION OF

All requests for viewing public records shall be made to the superintendent's offices where a determination as to whether the records are accessible under existing State and Federal laws shall be made within three working days or less.

The superintendent shall direct the appropriate administrator to make requested records available by appointment at a reasonable time place.

Records may be viewed at a convenient location on DeKalb County School System property and in the general vicinity of their normal storage area. At the completion of viewing, an administrator must inspect the records in the presence of the viewer to be sure the records have not been damaged or pages removed.

If a copy of a record is requested, the copy may be made only by an employee of the DeKalb County School System.

Cost for reproduction of records shall be determined as follows:

1. The hourly rate of pay for the designated employee or employees shall be multiplied by the number of hours required to copy the records, calculated to the nearest quarter hour; however, no charge shall be made for the first quarter hour.
2. A copying fee of twenty-five cents per page shall be charged for pages not exceeding 8 ½ x 14 inches in size.
3. The hourly rate of pay for the designated employee or employees shall be multiplied by the number of hours required to retrieve records that may be stored off site, the total to be calculated to the nearest quarter hour with the minimum time being one hour.

Viewers of records may not disrupt the normal business operation by viewing current records that are in use.

A request to view records and documents is related to those records and documents, which are in existence at the time of the request. The law neither requires not contemplates the creation of records or documents.
