



Board Policy BE: School Board Records

Status: ADOPTED

Original Adopted Date: 09/11/2000 | **Last Reviewed Date:** 09/11/2000

PUBLIC RECORDS, INSPECTION AND REPRODUCTION OF

MISSION: To ensure the confidentiality of all records deemed to be personal in nature and to ensure public access to records of legal entitlement.

All school system records, except those which by order of a court, or by law, or which may invade individual privacy, shall be open for personal inspection by any interested member of the public at a reasonable time and place by advance appointment only.

Requests for access to school system public records shall be made through the Superintendent's office where a determination shall be made within three business days or less whether the records requested are accessible under this policy.

Examples of records deemed to be accessible include financial records (exclusive of individual payroll records), purchase orders, bid sheets, specifications for purchases, budgets, and minutes of official meetings of the DeKalb County Board of Education.

Examples of records deemed not the accessible due to possible invasion of privacy include an employee's home address, telephone number, work station, salary, marital status, evaluations, recommendations, other personnel file data, and student records and rosters.

The Superintendent shall establish procedures to make public records available and shall establish reasonable costs for collecting and reproducing such records.
