

Open Public Records Act

Discussion Guide

Review of critical content:

1. Why might the general public be interested in assuring records of agencies like school districts be open?
2. What are some examples of public records?

Procedures: Agencies must

1. Appoint a _____
2. Publish _____ describing agency rules and other items related to the Public Records Act.
3. Adopt rules/procedures to:
 - a. Provide _____ access to public records
 - b. Protect public records from _____
 - c. Prevent excessive _____ with agency functions.
 - d. Provide fullest _____ to requests
 - e. Provide most timely possible _____ on requests
4. If charging costs of copies of records publish _____
5. Make non-exempt records _____ and copying during customary business hours for a minimum of _____ per week.

The agency has 5 business days to respond to public records requests...What are 2 possible responses?

What are three requirements of exempted records?

What are two fees that cannot be charged to requesters of public records?

To minimize risks of penalties for non-compliance with public records requests:

1. Establish a _____ of compliance with the Public Records Act
2. _____ appropriate staff and officials about the PRA's requirements
3. _____ agency PRA procedures
4. Keep updated on _____ in PRA, correctly apply law
5. Consult with agency's _____