



SHOREWOOD SCHOOL BOARD EXECUTIVE SUMMARY

Topic: District Policy 810 and Guidelines (Access to Public Records) Revisions

Date: February 9, 2021

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Recommended action:

- Information only
- Presentation/discussion
- Discussion/action by board of education
- Presentation/action next meeting

Purpose:

Detail policy and procedures changes for the handling of Public Records requests and summarize related District policy review work underway

Additional Information

District Policy 810 (Access to Public Records) and the companion guidelines for handling Public Records Requests have been revised to include the following specific procedures:

- All Open Records requests received in District offices will be forwarded to the District's Human Resources Department for acknowledgement, legal review, as needed, cost estimates and leadership of fulfillment tasks in support of records custodians;
- In addition to records custodians, the Superintendent will review records for confidentiality and compliance issues, and approve the response and supporting material before its release; and
- The District's Human Resources Department will maintain all documentation related to Open Records requests received, follow up acknowledgements and fulfillment.

This policy will be reviewed again as part of a schedule to review and update all policies this spring. A policy consulting and service firm, [NEOLA](#), will support this process to ensure that District procedures reflect current legal mandates, changing technology needs, standards and issues, and best practices in K-12 education. Policy work is scheduled through June 2 so that new student and staff handbooks, the District website and other information resources are updated and available July 1, 2021. Thereafter, NEOLA will update District policies to reflect legal and compliance changes as needed, along with semi-annual reviews. More information about NEOLA's services and their client roster can be found on their website.