

BP 1340 Access to District Records

Note: [AS 40.25.120](#) sets forth the right of the public to access public records. There is strong public policy favoring inspection of public records and any exceptions to disclosure based on need should be construed narrowly.

The School Board recognizes that state policy provides broad public access to district records. Public access shall not be given to records exempt from public disclosure by state or federal law or by the Board based on the need of the district to maintain confidential information.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential Information)

(cf. 5125 - Student Records; Confidentiality)

(cf. 9011 - Disclosure of Confidential Information)

(cf. 9321 - Closed Sessions)

Note: [14.14.090](#), in addition to other duties, provides that the Board shall keep records and files open to public inspection at the district office during reasonable business hours.

Any person shall have reasonable access, during regular business hours, to the public records of the schools and district. The Superintendent or designee shall establish regulations to authorize and facilitate public access to district records in accordance with law, to protect the security of district records, and to prevent interference with regular district operations. Records shall be maintained in accordance with the State of Alaska School District Model General Administrative Records Retention and Disposition Schedule.

The district may charge for copies of public records or other materials requested by individuals or groups. The charge, based on actual costs of duplication, shall be determined by the Superintendent or designee.

Legal Reference:

ALASKA STATUTES

[40.25.120 - .220](#) Public Records Act

[14.03.115](#) Access to school records by parent, foster parent, or guardian

[14.14.090](#) *Additional duties*

[14.20.149](#) *Employee evaluation*

[14.43.930](#) *Scholarship program information*

[23.40.235](#) *Public involvement in school district negotiations*

City of Kenai v. Kenai Peninsula Newspapers, 642 P2d 1316 (Alaska 1982)

Anchorage School District v. Anchorage Daily News, 779 P2d 1191 (Alaska 1989)

UNITED STATES CODE, TITLE 20

[1232g](#) *Family Educational Rights and Privacy Act of 1974*

Revised 5/10

Reviewed 1/16

Adoption Date: 04/09/98

Southeast Island School District