

CODE: KDB

PUBLIC'S RIGHT TO KNOW/FREEDOM OF ACCESS

The School Committee recognizes the importance of a well-informed public to the operations of the school unit. The School Committee will comply with all applicable sections of Maine's Freedom of Access Act. Except as otherwise provided by statute, all School Committee proceedings shall be open to the public, any person shall be permitted to attend, and any records or minutes of such proceedings that are required by law shall be made promptly and shall be open to public inspection.

School Committee agendas and minutes, approved School Committee policies, annual budget reports, student handbooks and School Committee member Freedom of Access training documentation/certificates shall be available for immediate inspection and/or copying in the Superintendent's Office. Requests for all other public records shall be made, preferably in writing, to the Superintendent, specifying the records desired for inspection/copying. The Superintendent/designee may request clarification concerning which public record or records are being requested.

The Superintendent/designee shall acknowledge receipt of a request for inspection and/or copying of public records within a reasonable period of time.

If the request is denied, the Superintendent/designee shall inform the requestor in writing within five working days of the request and shall state the reason for denial. Otherwise, inspection and/or copying may be scheduled to occur within a reasonable period of time following the request at a time that will not delay or inconvenience the regular activities of the Kittery School Department.

FEES

Except as otherwise provided by law or court order, the Kittery School Department may charge fees as follows:

- A. A fee of 25¢ per page to cover the cost of copying.
- B. A fee of \$10.00 per hour after the first hour of staff time per request to cover the actual cost of searching for, retrieving, and compiling the requested public record. Compiling the public record includes reviewing and redacting confidential information.
- C. If translation is required, a fee to cover the actual cost of translation.

No fee shall be charged for inspection of public records.

As required by law, the school unit will provide the person making the request an estimate of the time necessary to complete the request and of the total cost and, if

the estimated total cost exceeds \$20.00, will inform the requestor before proceeding. If the estimated total cost is greater than \$100.00 or if the requestor has previously failed to pay a fee assessed for access to Kittery School Department records, the requestor may be required to pay all or a portion of the estimated cost prior to the search, retrieval, compiling, translation, and copying of the public record.

The Superintendent is directed to develop and implement such administrative procedures as may be necessary to carry out this policy.

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| Legal Reference: | 1 M.R.S.A. § 401 et seq. |
| Cross Reference: | BEC – Executive Sessions GBJ – Personnel Records and Files JRA – Student Educational Records and Information |
| Adopted: | July 5, 1994 |
| Revised: | April 7, 2009 |
| Reviewed PC: | April 8, 2013 |