

POLICY:

This policy sets forth the policies and procedures regarding requests for inspection of public records directed to Iftin Charter School (the “School”). It is designed to be in compliance with existing law, specifically the California Public Records Act, Government Code section 6250 et seq. (the “Act”).

I. Definitions

All terms used in this policy shall have the meaning set forth in the California Public Records Act and related authority, unless otherwise specified.

II. Right to Inspect

To the extent required by law and the School’s charter, and except as otherwise provided, members of the public shall be permitted to inspect or obtain copies of public records of the School, subject to compliance with the procedures set forth in this Policy. This Policy does not apply to student records as defined under the Family Educational Rights and Privacy Act.

III. Records Exempt from Disclosure

The School has no obligation to produce information that is exempt from disclosure under applicable law. However, if an exempt portion of a public record is reasonably segregable, meaning that segregating the exempt information will not impose an undue burden or expense upon the School, the School will redact that portion and make available the non-exempt portion of the record.

IV. Procedure

- A. Request. A request to inspect or copy public records should be made in writing and directed to the Principal or designee. The request must be focused and specific, must reasonably describe an identifiable public record or records, and must include an address (email or physical) to which the School can direct its written determination thereon.
- B. Duty to Assist. When necessary, the School will assist the requestor in making a focused and effective request that reasonably describes an identifiable record or records, including by any reasonable method described in Section 6253.1 of the Act. The School will have sufficiently assisted the requestor if it is unable to identify the requested information after making a reasonable effort to elicit clarifying information from the requestor that will help identify the record(s).

C. Written Determination.

1. Content. The Principal or designee shall provide the requestor with a written determination of whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the School and the reasons therefor. The School will justify withholding any record by demonstrating that the record in question is exempt or, that on the facts of the particular case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record. Notification of a denial based on this balancing of interests will include the name and title of the person(s) responsible for the denial.
2. Timing. The Principal or designee will provide a determination within 10 days from receipt of the request, unless he or she notifies the requestor in writing of unusual circumstances necessitating an extension of not more than 14 days to provide a determination.

D. Method of Inspection or Production. Except as otherwise provided, the School will attempt to make public records available in the method and format requested, if any. Where the requestor fails to specify a method or format of production, the School will offer to produce public records in the manner most convenient to the School. Under no circumstances will the School be required to create a record that does not otherwise exist.

1. Inspection During Office Hours. Public records will be available for inspection during the School's normal office hours. As the School's office is located on campus, any person wishing to inspect records on site must first sign-in and follow the School's policies and procedures for visitors. In order to prevent records from being lost, damaged, or modified, a School employee shall be present while the records are being inspected. To ensure efficient access, the School will schedule an appointment for persons seeking to inspect public records during office hours.
2. Inspection on Website. The School can make public records available for inspection by directing the requestor to the location on the School's website where the record is posted. If the requestor is unable to access or reproduce the record therefrom, the School will provide a copy.
3. Paper Copies. The School may provide a paper copy of a public record upon payment of any required fees.
4. Electronic Copies. The School may provide an electronic copy of a public record in the format in which it holds the information or in a format used by the School to create copies for itself or for other agencies, upon payment of any required fees. The School has no obligation to reconstruct a public record in an electronic format if it no longer has the record

available in that format. Additionally, the School will not release a public record in electronic form if doing so would compromise the security or integrity of the original record or of any proprietary software.

E. **Public Records Stored on Personal Devices or Accounts.**

Writings by School employees about official School business that are stored on personal devices or accounts may constitute public records based on the following considerations: content, context, the intended audience and whether the writing was prepared by the employee acting or purporting to act within the scope of his or her employment. Communications that are primarily personal, containing no more than incidental mentions of School business, generally will not constitute public records.

The School does not authorize its employees to use personal devices or accounts for work-related purposes; in fact, such use of personal devices is discouraged. If however, the School receives a request for public records which the requestor reasonably believes are stored only on the personal device or account of a School employee, the Principal or designee will, (1) communicate the request to the employee, and (2) ask the employee to search his or her devices and/or accounts for responsive public records.

The employee, not the School, is responsible for searching personal devices and/or accounts and providing responsive public records to the Principal or designee. If requested by the employee, the School will provide assistance with searching the employee's device and/or accounts. The School will only ask for a record on an employee's personal device and/or account that is substantially related to his or her work and that constitutes a public record. Prior to producing a responsive public record stored on a personal device or account, the School will redact exempt information consistent with this policy and the law.

If a School employee withholds a document identified as potentially responsive, he or she must submit an affidavit to the Principal or designee that provides a sufficient factual basis to determine that withheld material is not a "public record" under the Act or is otherwise nonresponsive.

V. **Fees for Copies**

The School shall charge a reasonable fee (not to exceed the direct costs of duplication) for copies of identifiable public records as set forth in Exhibit A, attached hereto. Payment of applicable fees is required prior to delivery of any requested records. Should a request result in only minimal cost of duplication, the Principal may waive the required fees. Should a request or cumulative requests by a single requestor involve significant reproduction costs, in the judgment of the Principal, such costs shall not be waived.

VI. Future Agendas and Agenda Packets, Charges for Mailing Packets

Any person may request that a copy of an agenda or agenda packet of any future meeting of the School's governing board be mailed to that person. If requested, the agenda and documents in the agenda packet shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

Upon receipt of the written request, the Principal or designee shall cause the requested materials to be mailed at the time the agenda is posted pursuant to Government Code section 54954.2 and 54956 or upon distribution to all, or a majority of all, of the members of the Board, whichever occurs first. Any standing request for mailed copies of agendas or agenda packets may be valid for up to the duration of the calendar year in which the request is made, and must be renewed the following January 1 of each year. The fee for mailing the agendas or agenda packets shall be the actual cost incurred by the School and must be paid in advance.

EXHIBIT A
IFTIN CHARTER SCHOOL
PUBLIC RECORDS REQUEST – SCHEDULE OF FEES

Description	Price
Copy price per page – standard letter size (8 1/2” x 11”).	\$0.15
Copy price per page – legal size (8 1/2” x 14”).	\$0.20
Color copies.	\$0.25
Price for mailing one letter size envelope. Postage is additional and will be payable based on actual cost to the School.	\$0.05
Price for mailing one 9 x 12 or 12 x 13 size envelope. Postage is additional and will be payable based on actual cost to the School.	\$0.10
Price for public records in electronic format, including video and/or audio tapes, when requested in electronic format, shall be calculated in accordance with government code section 6253.9, as it may be amended from time to time.	Per Gov. Code § 6253.9
<p>Online delivery</p> <p>1. A charge for uploading digital records (audio, electronic, documents, photo, video) to the system; fee is determined by electronic file size.</p> <p>Electronic documents - \$0.05 per every four electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery</p>	<p>\$0.05 per four documents</p>