**Public Records**

The School District’s public records are available for public inspection and/or copying in accordance with State law.

**Designation of Officers**

The District Administrator, or in his/her absence, the administrative secretary, are designated as the District Records Officer (DRO) and shall be legal custodians of records for the District and shall have the authority to render decision and carry out duties related to those public records. The DRO may deny access to records only in accordance with the law. The DRO is authorized and encouraged to consult with the District’s legal counsel to determine whether to deny access to a records request in whole or part.

**Requests for Public Records**

Public records of the District will be made available for inspection at the district office during regular business hours upon request. No original public records of the District shall be removed from the possession of the DRO. The DRO shall be responsible for administering the District’s Open Records Policy including but not limited to, designating where, when and how the public records of the District may be inspected and copied.

Requests for records of the District may be submitted orally or in writing to the DRO. It is not necessary that any person requesting access to the public records of the District identify himself/herself in order to obtain a record, nor need any person requesting access to the public records of the District state any reason for his/her request.

Any request for a public record must reasonably describe the record or information sought. If the DRO cannot reasonably determine what records or information are being requested, the request shall be denied and the reason for the denial shall be stated. Any denial of a written request must be in writing and any denial of an oral request may be given orally or in writing.