



Santa Ana Unified School District

BOARD POLICY NO: 1105

EFFECTIVE: 04/24/2018

REVIEWED: 04/10/2018

SUBJECT: Requests for Public Information

CATEGORY: Community Relations

RESPONSIBLE OFFICE(S): Administrative Services

SCOPE:

This policy provides standards and requirements for requests for information.

POLICY:

Information Available

Governing Board policies, administrative regulations, current agendas and minutes of Board meetings are available for review from the Public Information Office during regular business hours and on the District website. (www.sausd.us)

Public Records Requests may be submitted to the Public Information Office and provided, when available upon request.

Video Recordings

The District may tape, film, or broadcast any open Board meeting.

The tapes are to be used by the Board Secretary to assist in the preparation of the minutes. The tapes are to be available to individual Board members, Superintendent and staff for review.

Any District recording made during regular or special Board meetings are public records. They shall be kept for at least 30 days. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on district equipment without charge. (Government Code 54953.5)

Board meetings are available for public viewing on the District website (www.sausd.us) and on the District's public access television Channel 31. A schedule can be obtained by contacting the Public Information Office. Video copies; \$10.00 per copy.

Reproduction Fees

When it is necessary to reproduce minutes and other public information, the cost of reproduction will be charged as follows: 1 – 10 copies, no charge; 11 -20 copies, 5¢ per page; 21 to 50 copies, 10¢ per page; and more than 50 copies, 15¢ per page.

The superintendent or his/her designee has the authority to waive all fees in cases of inability to pay.



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DESIRED OUTCOME:

Through this policy, the District shall establish and maintain procedures related to requests for public information and ensure current information is available.

IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

District Policies and Procedures:

None

Legal Reference:

None

ADOPTION AND REVISION HISTORY:

(5-78 3-81 7-97 4-05) 4-18