

## **Section K: School – Community – Home Relations**

### **KDB Public's Right to Know/Freedom of Access**

The Board recognizes the importance of a well-informed public to the operations of the school. The Board will comply with all applicable sections of Maine's Freedom of Access Act.

The Board designates the Director, and to act in the absence of the Director, the Business Manager as the Public Access Officer for Region 8. The Public Access Officer for Region 8 is responsible for ensuring compliance in regard to Freedom of Access requests (see 1MRSA § 413(1)). The Director and any other person designated as a public access officer shall complete the mandated training on the requirements of Maine's Freedom of Access Act.

Except as otherwise provided by statute, all Board 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.

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

The Director/designee shall acknowledge receipt of a request for inspection and/or copying of public records within five working days of the request.

If the request is denied, the Director/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 school.

The school is not required to create a record that does not exist.

### **ELECTRONICALLY STORED PUBLIC RECORDS**

In compliance with the Freedom of Access Act, the school will provide access to an electronically stored public record as a printed document or in the medium in which the record is stored, at the requester's option, except that the school is not required to provide access to an electronically stored public record as a computer file if the school does not have the ability to separate or prevent the disclosure of confidential information contained in or associated with that file. The school is not required to provide access to a computer terminal.

## FEES

Except as otherwise provided by law or court order, Region 8 may charge fees as follows:

- A. A fee of \$.10 per page to cover the cost of copying.
- B. A fee of \$25.00 per hour after the first two hours 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. The actual cost to convert a public record into a form susceptible to visual or aural comprehension into a usable format and for the actual cost of a device used to store the public record if the storage will be given to the requestor by the school.
- D. No fee will be charged for inspection of public records unless the record cannot be inspected without being compiled or converted, in which case paragraph B or C applies.
- E. As required by law, the school will provide the person making the request with an estimate of the time frame within which the school will complete the request and of the total cost. If the estimated total cost exceeds \$50.00, the school 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 Region 8 records, the requestor may be required to pay all or a portion of the estimated cost prior to the search, retrieval, compiling, conversion and copying of the public record.

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

Legal Reference: 1 M.R.S. § 401 et seq.

Cross Reference: BEC – Executive Sessions  
JRA – Student Education Records and Information

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