

**RESOLUTION IDENTIFYING PUBLIC RECORDS
AND PROVIDING ACCESS THERETO**

BE IT RESOLVED by the Board of Education of Unified School District No. 382, Pratt County, state of Kansas, that the following provisions be, and they are hereby adopted, making available the public records of this district and the procedures to be followed for their inspection or copying beginning January 9, 1984:

1. Public records:
All public records shall be open to the public for their inspection or copying.
2. Business day:
Means Monday through Friday from 8:00 a.m. to 4:00 p.m., except for the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day and the day following
July 4 (Independence)	Christmas Day and the 26th if on Monday
3. Location:
Pratt, Kansas
Board of Education, 401 South Hamilton Liberty Middle School
Pratt Senior High School Southwest Elementary School
4. Official custodian of public records:
All requests for inspection and copying of public records must be submitted to the official custodian, or other employee(s), for his or her response. The superintendent is designated as the official custodian of all central office records maintained by the district.
5. Custodian of public records:
Each building principal is designated as official custodian of all records established and maintained at the building level.
6. Charges or fees for copies of public records:
Fee shall be charged for the provision of access to and the copying of public records. Fees for copies shall equal the actual cost of furnishing copies, including the cost of staff time required to make them. Fees for providing access to computer records shall include the cost of computer services, including staff time required.

BE IT FURTHER RESOLVED:

1. No original public record shall be removed from the custody of the official custodian without the written permission of the official custodian.
2. a. Each request for access to public record shall be acted upon as soon as possible, but not later than the end of the third business day following the date the request is received.

- b. If access to the public record is not granted immediately, the official custodian shall give a detailed explanation of the cause for further delay, and the place and earliest time and date that the record will be available for inspection.
- c. If a request is denied, the official custodian shall, upon request, provide a written statement of the grounds for the denial, shall cite the specific provision of law under which access is denied. Said written statement shall be furnished to the requester not later than the end of the third business day following the date that the request for the statement is received.
- 3. When the official custodian furnishes copies of public records, charges for the service shall be collected in advance. The request for copies of public records shall be in writing, and the requester shall be required only to furnish his or her name and address, proof of identity if necessary, and the information needed to ascertain the records desired.
- 4. Copies of radio or recording tapes or discs, video tapes or films, pictures, slides, graphics, illustrations or similar audio or visual items or devices, shall not be required to be furnished unless such items or devices were shown or played to a public meeting of this board of education.
- 5. Copies of public records shall be made while the records are in the possession, custody and control of the official custodian and shall be made under the supervision of the official custodian.
- 6. All charges or fees collected by the official custodian shall be remitted at least monthly to the treasure of this district and shall be credited to the general fund.

Adopted in regular session this 9th day of January, 1984.

ATTEST:

Clerk

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT
NO. 382, PRATT

By _____
President

(SEAL)

(This resolution will also become part of board policy.)