

## RECORDS

The superintendent is designated as the official custodian of all central office records maintained by the district. Each building principal is designated as official custodian of all records established and maintained at the building level.

In addition to those records required by law, the superintendent shall be responsible for preparing and keeping other records necessary for the efficient operation of the district.

Employees of the district shall follow the guidelines found in the policies covering student records. Student records are not public records.

### Public Use

Requests for access to open records shall be made in writing to an official custodian of district records. The official custodian shall examine each request to determine whether the record requested is an open record or subject to exemption by the Kansas Open Records Act. The custodian's decision shall be made within three days of receipt of the request as provided by law. If access is not granted immediately, the custodian shall give a detailed explanation of the delay, and the time and place the record will be available.

If the custodian does not grant the request, the person requesting shall, within three days of the request, receive a written explanation.

Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

Advance payment of the expense of copying open records shall be borne by the individual requesting the copy, but the expense shall not exceed the actual cost of making copies including an employee's time. Under no circumstances shall the record documents be allowed out of their usual building location without approval of the official custodian.

Revenue from copying open records will be deposited in the district's general fund.

### Record Listings

Employees are prohibited from giving or selling lists of any school records to any person except as authorized by law or board policy.

### Disposition

Each principal or the superintendent is responsible for the destruction of records according to current law.