

## Public's Right to Know/Freedom of Information

The Board is a public servant, and its meetings and records shall be matters of public information, subject to such restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings.

The official minutes of the Board, its written policies and its financial records shall be open for inspection on the district's website ([www.svvsd.org](http://www.svvsd.org)) and available for in-person review, with prior notice, by any citizen desiring to examine them during the regular business hours at the district's public information office. However, no records shall be released for inspection by the public or any unauthorized persons—either by the superintendent or any other person designated as custodian for school district records—if such disclosure would be contrary to the public interest as described in state law or otherwise prohibited by law. The district's financial information shall be posted online in accordance with the Public School Financial Transparency Act.

In responding to a request for the district's public records, the district may charge a fee for staff time spent in excess of one hour for the following: researching and retrieving the requested records; conducting searches for requested records; reviewing records to determine whether they are responsive to the request; and identifying and separating those records that are not public and/or are privileged or confidential. Such fee shall be \$33.58 per hour, which may be increased from time to time as permitted by applicable state law. If a records request requires more than mere retrieval of records, such as manipulation of data requiring technical expertise to synthesize or legal expertise from attorneys, the district may also charge other reasonable fees in responding to a request for the district's public records in accordance with the accompanying regulation.

The Board supports the right of the people to know about the programs and services of their schools and shall make reasonable efforts to disseminate information. Each principal is authorized to use all means available to keep parents/guardians and others of that particular school's community informed about the school's program and activities.

Adopted: June 8, 1994  
Revised: August 14, 1996  
Revised: November 11, 1998  
Revised: September 24, 2003  
Revised: October 28, 2015  
Revised: March 10, 2021

LEGAL REFS.: C.R.S. 22-9-109 (exemption from public inspection)  
C.R.S. 22-32-109 (1)(c) (documents available for public inspection)  
C.R.S. 22-44-301 *et seq.* (Public School Financial Transparency Act)  
C.R.S. 24-72-201 *et seq.* (access to public records)  
C.R.S. 24-72-205 (6)(a) (must adopt policy regarding the fee for research and retrieval of public records, if the district imposes such a fee; policy must be posted on website or otherwise published)  
C.R.S. 24-72-205 (6)(b) (maximum hourly fee for research and retrieval of public documents adjusted on July 1, 2019, and every five-year period thereafter)  
C.R.S. 24-72-205 (3) (reasonable fee for manipulating data to generate a record)

CROSS REFS.: BEDA, Notification of School Board Meetings  
BEDG, Minutes

DAB\*, Financial Administration  
EGAEA, Electronic Communication  
GBJ, Personnel Records and Files  
JRA/JRC, Student Records/Release of Information on Students

St. Vrain Valley School District RE-1J, Longmont, Colorado