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**ACCESS TO PUBLIC RECORDS POLICY**

The Sage Oak Charter Schools Board of Directors recognizes the right of citizens to have access to public records. The Board intends for schools to provide any person reasonable access to the public records during normal business hours and within the requirements of state and federal law. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

Requests for public records shall be made to the office of the Superintendent. The Superintendent or designee may then determine the most appropriate employee of Sage Oak Charter Schools ("SOCS") to assist in assembling any public records for production.

Any person may request a copy of any public record open to the public and not exempt from disclosure. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other applicable statutes. While a request need not be in writing, if the request is verbal, the requestor will be asked to reduce the request to writing so there is a written record of the records being requested. If the requestor chooses not to reduce the request to writing, the Superintendent or designee shall reduce the request to writing and confirm the request with the requestor. The request for public records must clearly identify the records requested, along with the name and mailing address of the requestor.

Sage Oak Charter Schools shall assist the requestor in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 7922.600)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If the Superintendent or designee is unable to identify the requested information after making a reasonable effort to elicit additional clarifying information from the requester that will help identify the record(s), this requirement will be deemed satisfied.

2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the California Public Records Act (Government Code Section 7920.000 *et seq.*) shall not be construed so as to delay access for purposes of inspecting or receiving copies of records open to the public. Any notification denying a request for public records shall state the name and title of each person responsible for the denial.

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SOCS may charge for copies of public records or other materials requested by individuals or groups. The charge, based on the direct cost of duplication, has been set by the Board of Directors at \$.10 per page. The direct cost of duplication includes the pro rata expense of the copying equipment used and the pro rata expense in terms of staff time required to produce the copy. It does **not** include the cost of locating, retrieving, or inspecting records.

When a request requires data compilation, extraction, or programming to produce the record, the Requestor shall bear the cost of producing a copy of the record, including the cost to construct a record, and the cost of programming and computer services.

Requests to waive associated fees related to the direct cost of duplication shall be submitted to the Superintendent's office.

In response to a request for public records sent or received on an employee's personal devices or accounts, SOCS shall disclose all public records that can be located with reasonable effort and that are otherwise subject to disclosure under the California Public Records Act. SOCS's search for such public records shall be reasonably calculated to locate responsive documents. To fulfill such a request for public records, employees of SOCS may be asked to search for and disclose all responsive disclosable public records maintained on the employee's personal devices or accounts. Employees will not be required to provide personal account passwords. SOCS may provide guidance on identifying and separating public records from personal communications.

Within ten (10) days of receiving any request for a copy of records, the Superintendent or designee shall determine whether the request seeks copies of disclosable public records in the possession of SOCS, shall promptly inform the person making the request of SOCS's intent to comply with the request, and shall indicate the date that the disclosable public records shall be made available.

In unusual circumstances, including a Governor-declared state of emergency that impacts access to records, the Superintendent may extend the 10-day time period for an additional 14 days by providing written notice to the requestor and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include, but only to the extent reasonably necessary to properly process the request, the following:

1. The need to search for and collect the requested records from field facilities or other locations that are separate from the office processing the request;
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request;
3. The need for consultation, which shall be conducted with all practicable speed, with another agency having a substantial interest in the determination of the

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request, or among two or more components of SOCS having substantial subject matter interest therein;

4. The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

If an inspection is requested, any person shall have reasonable access, at a mutually agreeable time, during normal business hours, to the public records of Sage Oak Charter Schools within the requirements of state law. However, if records are not readily available, or if portions of the records to be inspected must be redacted to protect exempt material, then Sage Oak Charter Schools must be given a reasonable period of time to perform these functions prior to inspection. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.