

**PUBLIC ACCESS TO DISTRICT RECORDS**

The Board of Trustees is mindful of the right of individuals to privacy and of the desirability of efficient administration of the District. Therefore, full access to information concerning the administration and operations of the District shall be afforded to the public as provided by public disclosure laws. Public access to District records shall be given in accordance with procedures developed by the Superintendent.

School district records include any writing, printing, photocopying, photographing, etc., containing information relating to the conduct of operations and functions of the District which is prepared, owned, used or retained by the District. The District will release those records defined as non-exempt in the public disclosure laws.

Access to student records is primarily controlled by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

The Superintendent/**Designee** will authorize the inspection and copying of records in accordance with the criteria established by law or outlined in other District policy.

The Superintendent/**Designee** will not provide access to lists of persons when the requesting party intends to use the list for commercial or personal purposes or when the Superintendent/**Designee** has good reason to believe that there is a commercial purpose involved in the request.

**Staff Communication Responsibilities**

Staff shall follow all applicable laws, regulations and rules regarding release of information about students, personnel and District programs.

Reviewed: November 13, 2012

Adopted: September 25, 1996

Revised: October 5, 2009

NEPN/NSBA Classification: KDB

Legal Reference: NRS 239.005, 239.010, 239.0105, 239.0107, 239.011, 239.0115, 239.012, 239.030, 239.051, 239.055, 239.121, 239.124, 239.130, 239.300, 239.310, 239.320, 239.330, 239B.030, 239B.060, 241.035, 281.190 & 354.624

Family Educational Rights and Privacy Act, 1974

Freedom of Information Act