

PUBLIC RECORDS; RIGHT OF INSPECTION; COPIES; FEES;

All records which are by law to be made, maintained, or kept on file, by the Board of Education, exclusive of confidential student, personnel, pending litigation or negotiations records should be deemed to be public records. All Lyndhurst Board of Education meeting agenda and minutes will be posted in the following:

Lyndhurst Public Library
Website- www.Lyndhurstschools.org.

Availability to the Public

For the protection of the public interest, the board believes that members of the community have a right to inspect, copy or examine district records, with certain exemptions as specifically described in statute. Any limitations on this right shall be construed in favor of the public's right to access. The board designates the Board Secretary as the custodian for all records other than student and personnel records and the Superintendent of Schools as the records custodian for both student and personnel records. Requests for district records shall be submitted to the custodian in writing, via fax or email, on the appropriate form. The custodian shall reply to all requests promptly and shall grant access or deny the request within seven days, provided that the record is currently available and not in storage or archived.

The custodian shall permit district records to be inspected, examined or copied during the hours that the board office is open, on Tuesday, Wednesdays, and Thursdays between 10AM and 12PM.

The fee for a copy of a printed record is:

Pages 1 through 10	\$.75/page
Pages 11 through 20	\$.50/page
All pages after 20	\$.25/page

Access shall be granted in the medium requested or some other meaningful medium, unless the request is for a record in a medium not routinely used by the district; not routinely developed or maintained by the district; or requiring a substantial amount of manipulation or programming of information technology. In these cases, the board may add a special reasonable charge.

The custodian shall ensure that statements are prominently posted in district offices that describe the specific terms of the public's rights to appeal a denial of access and procedures for filing an appeal.

Implementation

The chief school administrator shall ensure the formulation and dissemination of rules, regulations and procedures to implement and gathering, recording, disseminating, copying, storing and ultimately the destroying of records in accordance with applicable laws. Particular attention shall be paid to implementing the public's right to access records and protecting from public access those records specifically exempted by law.

Date: June 23, 1985

Revised: June 29, 1999

Revised: June 27, 2001

Revised: October 15, 2002

Revised: December 7, 2009

Legal References: N.J.S.A. 47:1A-2

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