

## **KDB-R**

### REGULATION

#### **PUBLIC'S RIGHT TO KNOW / FREEDOM OF INFORMATION**

Public records of the District will be open for inspection by any person as provided by law.

Public record means any recorded information that is made, maintained, or kept by, or is in the possession of, the District. Such records include minutes of the Governing Board, agendas, financial records, contracts, and statistical summaries.

Request for access to records shall be directed to the office of the Superintendent. The office of the Superintendent will be open to receive requests for records inspection or copying during normal business hours.

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All persons requesting inspection and/or copying of public records must attest that they have not requested the public records of the District for a commercial purpose. If the records are requested for a commercial purpose, the requester must provide a statement, verified by the requester, setting forth the commercial purpose for which the materials will be used.

The above declaration will be made and signed on the official form provided by the District for requesting inspection and/or copying of public records.

The Superintendent may permit access to, or provide for the copying of, the records requested within a reasonable period of time following the request or will provide an explanation of a cause for further delay and will give notification of the time the records will be available, or, if access is denied, the Superintendent will provide a written statement of the grounds for denial.

Requirements of access and inspection apply only to existing records and do not require creation of new records. Public inspection of a document that otherwise would be a public record may be denied by the Superintendent if 1) the record is made confidential by statute, 2) the record involves the privacy interests of persons, or 3) disclosure would be detrimental to the best interests of the District. If a public record contains material that is not subject to disclosure, the District will delete such material and make available to the requester such material in the record as is subject to disclosure.

Records contained on a computer will be provided only in the form in which the information can be made available using existing computer programs.

A fee shall be assessed for each request to cover the cost of making copies pursuant to A.R.S. [39-121.03\(A\)\(2\)](#) that permits "a reasonable fee for the cost of time, materials, equipment and personnel." Fees will be collected prior to releasing material.

The fees will be based upon the following:

- A. Thirty-five cents (35¢) per copy for materials indicated as Board minutes, agendas, financial records, contracts, courses of study, or statistical summaries.
- B. Fifty cents (50¢) per page for materials not listed above that require additional clerical and/or professional staff time to make available.

C. Actual cost, if available, will be assessed.

D. Free copies shall be furnished if they are to be used in claims against the United States.