



PUBLIC RECORDS ACT SCHOOLWIDE POLICY

**EFFECTIVE
DATE:**

November 1, 2013

**POLICY
STATEMENT:**

As a public agency, ICEF Public Schools adheres to the California Public Records Act which requires that governmental records be disclosed to the public, upon request, except as provided, and to receive an exact copy of the identified record unless impracticable. Public records are open to inspection at all times during the office hours and every person has a right to inspect any public record, except as hereafter provided.

Public records subject to disclosure are defined to include “any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristic.” Public records do not include student records which are governed by other statutory provisions, and generally confidential and not accessible to the general public. Specific exceptions to disclosure are listed in Government Code sections 6253.2, 6253.5, 6253.6, 6254, 6254.1-6254.22, 6255, 6267, 6268, 6276.02-6276.48.

A requester may obtain copies of public records upon payment of the approved duplication fee. Unless there is a specific statutory exception, ICEF duplication charge will be \$1.00 per page for records up to 8 ½ x14 inch size. If electronic records are involved and data compilation, extraction or computer programming to produce the record would be required, then the hourly rate of the employees involved to produce the record may be charged.

ICEF Public School shall respond to request for records within 10 calendar days from date of request.

PROCEDURES:

All requests for Public Records must be directed to the Custodian of Records at the ICEF Home Office. Please provide requester with the following information:

ICEF Public School-Home Office
ATTENTION: Greg Brendel, COO/CFO
5120 W. Goldleaf Circle, Suite350, Los Angeles, CA 90056
Office Hours 8:00am-5:00pm (Monday-Friday)
Office Telephone (323)290-6900

**ENTITIES
AFFECTED BY
THIS POLICY:**

This policy applies to every school, office, department, and unit within ICEF Public School.

ASSISTANCE:

For assistance or further information, please contact Chief Operating Officer: Greg Brendel at (323)290-6913.