

Public Records Access Policy

PURPOSE:

The California Public Records Act (Government Code Section 6250 et seq.) requires that all records of public agencies be available, upon request, to any member of the public unless the information is specifically exempt from such disclosure. As a California Charter School, Port of Los Angeles High School (“POLAHS”) will adhere to this mandate and ensure that all public information not specifically exempt by statute is released upon request. The purpose of this policy and accompanying procedure is to establish an orderly and consistent procedure for responding to public records requests.

POLICY:

Public records shall be maintained and managed consistently with POLAHS from the time of creation of a public record to the time of final disposition of the public record. POLAHS shall maintain an accessible public record or accurate copy of a public record in accordance with POLAHS Retention Policy without regard to the technology or medium used to create or community the record.

GUIDELINES:

I. Public Access to POLAHS information

- POLAHS will respond to all requests from the public to review or receive copies of POLAHS records.
- The request must reasonably describe an identifiable public record(s) and must be specific and focused.
- Requests to review records may be made in person, by mail, or by other means. While a written request is not required, POLAHS prefers that all Public Records Access requests for records be in writing so that POLAHS can more accurately identify the records sought and process the request more efficiently. A copy of the Request for Public Records form can be downloaded from the POLAHS website and are available at all Board of Trustees meetings.
- To the extent reasonable under the circumstances, the POLAHS staff will assist the requester to make a focused and effective request by:
 - Assisting the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated.
 - Describing the information technology and physical location in which the records exist.
 - Providing suggestions for overcoming any practical basis for denying access to the records or information sought
- If POLAHS 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), POLAHS will not provide further assistance to the requester.

II. Records Exempt from Disclosure

Some of the records that are exempt from disclosure include the following categories. This is not an exhaustive list.

- Preliminary drafts, notes or inter/intra-School memoranda that are not retained by POLAHS in the ordinary course of business
- Records pertaining to pending litigation to which the School is a party or to claims made pursuant to the Tort Claims Act.
- Personnel, medical, student records, or similar files.
- Test questions, scoring keys and other examination data used to administer an examination for employment or academic examination, unless specifically authorized by law.
- The content of real estate appraisals or engineering or feasibility estimates and evaluations made for or by POLAHS relative to the acquisition of property, until all of the property has been acquired.
- Records, the disclosure of which is exempted or prohibited pursuant to federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege.
- A document prepared by or for POLAHS that assesses its vulnerability to terrorist attack or other criminal acts intended to disrupt POLAHS operations and that is for distribution or consideration in a closed session.
- Trade secrets as protected by law.
- Computer software developed by POLAHS.

III. Response to Public Access Requests

- Upon a request for a copy of records, POLAHS shall within 10 days from receipt of the request, determine whether the requested record, in whole or in part, is a public record in the possession of POLAHS which is not subject to any exemptions to disclosure and shall promptly notify the person making the request of the determination and the reasons therefore.
- If POLAHS denies any request for records, in whole or in part, and the request was in writing, the notification of denial will set forth the names and titles or positions of each person responsible for the denial.
- In unusual circumstances, the time limit prescribed in this section may be extended by written notice by the Principal or his/her designee to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. In no event will the extension exceed 14 days. As used in this policy, "unusual circumstances" means the following, but only to extent reasonably necessary to the proper processing of the particular request:
 1. The need to search for and collect the records from other establishments 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 substantial interest in the determination of the request or among two or more components of POLAHS 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.

IV. Date and Time of Record Availability

- If the requestor identifies information which is contained in both electronic format and hard copy, the notice may inform the requestor that the information is available in either format.
- If the requestor seeks copies of the records, POLAHS may identify a fee covering the direct costs of duplication.
- If the requestor seeks copies in electronic format, POLAHS may charge the requestor the direct cost of producing a copy of the record in that format. If, in order to comply with these requirements relating to electronic formatted records described below, POLAHS is required to produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled

intervals or the request would require data compilation, extraction or programming to produce the record, POLAHS may charge the requestor the cost to construct a record, the cost of programming and computer services necessary to produce the record.

V. Records Inspections or Copies Time and Place of Inspection

- A person who has made a public records request may inspect the records after the date and time identified in the response request.
- Records inspections generally take place in the Board Office at 250 W. 5th Street during the following hours: Mondays, Thursdays, and Fridays from noon to 4:00 pm.

VI. Electronic Formatted Records

- If POLAHS has information that constitutes an identifiable public record not exempt from disclosure that is in an electronic format, and it has been requested in an electronic format, POLAHS will make that information available for inspection in an electronic format.
- POLAHS will make the information available for inspection in any electronic format in which it holds the information.
- If the requested format is one that POLAHS uses to create copies for its own use or for provision to other agencies, POLAHS will provide a copy of the electronic record.
- POLAHS will not however, provide electronic records in the electronic form in which it is held by POLAHS if its release jeopardizes or compromises the security or integrity of the original record or of any proprietary software in which it is maintained.
- If POLAHS no longer has the record in electronic format, POLAHS will not reconstruct the record in electronic format.

VII. Partial Disclosure

- If the requested records may only partially be disclosed because some are exempt from disclosure, the reasonably segregated portion of the record(s) will be made available for inspection.

Adopted by Port of Los Angeles High School Board of Trustees

Date: March 4, 2015

Signed by: 

Sandy Bradley, POLAHS Board of Trustees Secretary