

## OPEN RECORDS

**The Board of Education will make available the public records of the district as defined in K.S.A. 45-215 et seq., unless an exception to required disclosure applies, in which case the decision as to disclosure will be made by the official custodian. The clerk of the Board is designated as the official custodian of all district public records. The director of communications is designated as the local Freedom of Information Officer. Requests for access to or copies of records should be directed to the Freedom of Information Officer, who will direct the request to the appropriate record custodian. An appropriate charge will be made for the inspection and reproduction of public records of the district, not to exceed such amounts as are authorized by law. The superintendent shall, by appropriate staff regulation, prescribe procedures to implement the requirements of this law and achieve compliance by the district.**