

Public's Right to Know / Freedom of Access

The Board of Directors designates the Superintendent or designee as the Public Access Officer for MSAD #22.

Except as otherwise provided by statute, all Board proceedings shall be open to the public, any person shall be permitted to attend, and any records or minutes of such proceedings that are required by law shall be made promptly and shall be open to public inspection.

Board agendas and minutes, proposed and approved Board policies, annual budget reports, student handbooks and Board member Freedom of Access training documentation/certificates shall be available for immediate inspection and/or copying in the Superintendent's Office. Requests for all other public records shall be made in writing to the Superintendent specifying the records desired for inspection/copying. The Superintendent/designee may request clarification concerning which public record or records are being requested.

The Superintendent/designee shall acknowledge receipt of a request for inspection and/or copying of public records within five (5) business days.

If the request is denied, the Superintendent/designee shall inform the requestor in writing within five working days of the request and shall state the reason for denial. Otherwise, inspection and/or copying will be scheduled to occur within ten working days following the request, at a time that will not delay or inconvenience the regular activities of MSAD #22.

The school unit is not required to create a record that does not exist.

ELECTRONICALLY STORED PUBLIC RECORDS

In compliance with the Freedom of Access Act, MSAD #22 will provide access to an electronically stored public record as a printed document or the record or in the medium in which the record is stored, at the requester's option, except that MSAD #22 is not required to provide access to an electronically stored public record as a computer file if the MSAD #22 does not have the ability to separate or prevent the disclosure of confidential information contained in or associated with that file. MSAD #22 is not required to provide access to a computer terminal.

The Superintendent of Schools shall develop regulations to implement this policy.

Legal Reference: 1 M.R.S.A. § 401 et seq.

Cross Reference: BEC – Executive Sessions
GBJ – Personnel Records and Files
JRA – Student Educational Records

Adopted: December 5, 2012