

8310 PUBLIC RECORDS

The Board of Education recognizes its responsibility to maintain the public records of this district and to make such records available to residents of New Jersey for inspection and reproduction.

The public records of this district include any record that has been required by law to be made, maintained, or kept on file by the Board, its officials, or its employees, except as such records may be exempted by law or this policy.

Exempted Records

Public records do not include the following:

1. Personnel and pension records of an individual, except the individual's name, title of position, salary, payroll record, length of service, date of separation and the reason therefor, the amount and type of pension he/she receives, and data, other than detailed medical or psychological information, that shows conformity with qualifications for employment and pensions;
2. Questions on examinations required to be conducted by the Board;
3. Records concerning morbidity, mortality, and reportable diseases;
4. Records concerning individual pupils;
5. Reports of investigations in progress;
6. Records regarding matters the disclosure of which would impair a right to receive federal funds;
7. Records regarding pending negotiations toward a collective bargaining agreement;
8. Records regarding the contemplated purchase, lease, or acquisition of real property;
9. Records regarding tactics and techniques utilized in protecting the safety and property of the public where such disclosure would impair such protection; and



10. Records regarding pending or anticipated litigation, contract negotiations (other than in the collective bargaining process), and other issues that may fall within the privileged relationship between the Board and its attorney.

The Board declares disclosure of the following records to be likely to violate the privacy of individuals and, therefore, further exempts from public inspection rosters of employees and pupils; the home address and telephone number of any pupil or employee of the Board, except as the individual pupil or employee may wish such information to be released; notations and electronic recordings made and temporarily retained by an individual solely as an administrative convenience in the performance of assigned duties, except that electronic recordings of public meetings may not be exempted from public inspection; and records made and privately retained by an individual that express personal impressions, opinions, and conclusions, and the disclosure of which would tend to violate the recorder's privacy.

Records of Board Meetings

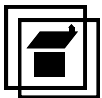
The Board will make the official minutes of its public meetings available for public inspection. Minutes may be inspected and copied as soon as they are prepared; unapproved minutes will be so labeled. Minutes of private Board meetings will be preserved separately and will not be available for public inspection; such minutes will be integrated with minutes of public meetings only after the matter discussed at the private meeting has been made public.

Electronic recordings of public meetings are open to public inspection by replaying in the presence of the custodian of the record and may be transcribed. No such electronic recordings may be copied.

Temporary notes written by the Board Secretary or his/her designee as an administrative convenience in the preparation of Board minutes and notes written by a school official or a Board member for his/her personal convenience are not public records and are not open to public inspection.

Access to Public Records

Any resident of the State of New Jersey may inspect and copy by hand the public records of this district during the regular business hours of the office in which such records are maintained, except that the custodian of the record may require advance notice of not more than one working day when immediate inspection or copying will unduly burden the custodian or frustrate the administration of his/her office.



POLICY

BRADLEY BEACH BOARD OF EDUCATION

OPERATIONS
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PUBLIC RECORDS

A resident may purchase copies of the public record of this district upon payment of a fee of seventy-five cents per page for the first to tenth pages, of fifty cents per page for the eleventh to twentieth pages, and twenty-five cents per page for all pages over the twentieth page.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this district except pupil records.

Maintenance of Records

The Superintendent shall develop procedures to implement this policy that include the preparation of a retention schedule that conforms to the state-approved schedule and as a minimum requires the permanent safeguarding of Board minutes, personnel files, annual audit reports, and permanent pupil records and the retention of all fiscal records required for audit until the audit has been received and approved; the designation of appropriate custodians of the records of this district; provisions to guard the confidentiality of records exempted from public records; and procedures by which a member of the public denied access to any records of this district may appeal that decision.

N.J.S.A. 47:1A-1 et seq.; 47:3-16
N.J.A.C. 6:3-6.1 et seq.

Adopted: 17 October 2000

