

MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

**Public's Right to Know/Freedom of Access**

The Board recognizes the importance of a well-informed public to the operations of the school unit. The Board will comply with all applicable sections of Maine's Freedom of Access Act.

The Board designates the Superintendent as the Public Access Officer for Maine School Administrative District #33.

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, preferably 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 working days of the request.

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 may be scheduled to occur within a reasonable period of time following the request at a time that will not delay or inconvenience the regular activities of Maine School Administrative District #33.

Maine School Administrative District #33 is not required to create a record that does not exist.

**ELECTRONICALLY STORED PUBLIC RECORDS**

In compliance with the Freedom of Access Act, Maine School Administrative District #33 will provide access to an electronically stored public record as a printed document or in the medium in which the record is stored, at the requester's option, except that Maine School Administrative District #33 is not required to provide access to an electronically stored public record as a computer file if Maine School Administrative District #33 does not have the ability to separate or prevent the disclosure of confidential information contained in or associated with that file. Maine School Administrative District #33 is not required to provide access to a computer terminal.

FEES

Except as otherwise provided by law or court order, Maine School Administrative District #33 may charge fees as follows:

- A. A fee of ten cents (10¢) per page to cover the cost of copying.
- B. A fee of \$15.00 per hour after the first half hour of staff time per request to cover the actual cost of searching for, retrieving, and compiling the requested public record. Compiling the public record includes reviewing and redacting confidential information.
- C. If conversion of a public record into a form susceptible of visual or aural comprehension or into a usable format is necessary, a fee to cover the actual cost of conversion.
- D. A charge for the actual mailing costs to mail a copy of the record.
- E. No fee shall be charged for inspection of public records, unless the record cannot be inspected without being compiled or converted, in which case paragraph B or C applies.

As required by law, Maine School Administrative District #33 will provide the person making the request an estimate of the time necessary to complete the request and of the total cost and, if the estimated total cost exceeds \$30.00, will inform the requestor before proceeding. If the estimated total cost is greater than \$100.00 or if the requestor has previously failed to pay a fee assessed for access to Maine School Administrative District #33 records, the requestor may be required to pay all or a portion of the estimated cost prior to the search, retrieval, compiling, conversion and copying of the public record.

The Superintendent is directed to develop and implement such administrative procedures as may be necessary to carry out 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

History:	Adopted	Meeting #885	April 6, 2010
	Revised	Meeting #923	February 4, 2013
	Revised	Meeting #941	June 11, 2014