

**RESOLUTION IDENTIFYING PUBLIC RECORDS  
AND PROVIDING ACCESS THERETO**

BE IT RESOLVED by the Board of Education of Unified School District No. 273, Mitchell County, State of Kansas, that the following provisions be, and they are hereby adopted, making available the public records of this district and the procedures to be followed for their inspection or copying beginning January 1, 1984:

1.    Public Records:

All public records as defined in 1983 H.B. 2327 shall be open to the public for their inspection or copying, except records protected or made confidential by Federal law and those records detailed in H.B. 2327 of the 1983 legislature.

2.    Business Day:

Means Monday through Friday from 8:00 A.M. to 4:30 P.M. at Beloit Elementary School and Beloit Jr.-Sr. High School and 8:30 A.M. to 5:00 P.M. at the Board of Education Office. Records will generally not be available at any location on legal holidays, Christmas Day, and during school holidays.

3.    Location:

Public records are housed at Beloit Elementary School, 1201 N. Bell, Beloit, Kansas; Beloit Jr.-Sr. High School, 1711 N. Walnut, Beloit, Kansas; and the Board of Education Office, 2020 N. Independence, Beloit, Kansas.

4.    Official Custodian of Public Records:

The Superintendent of Schools shall be the official custodian of all public records and requests for inspection and copying of public records shall be submitted to him/her at the Board of Education Office, 2020 N. Independence, Beloit, Kansas. The official custodian may request the board attorney's opinion before honoring any request for inspection or copying of public records.

5. Charges of Fees for Copies of Public Records:

Fees shall be charged for the provision of access to and the copying of public records. Fees for copies shall be 10 cents per page, and front and back copying shall be considered two (2) pages; plus operator time computed at actual cost. Fees for access to public records shall be actual cost of employee time.

**BE IT FURTHER RESOLVED:**

1. No original public records shall be removed from the custody of the official custodian without the written permission of the official custodian.

2. a. Each request for access to public record shall be acted upon as soon as possible, but not later than the end of the third business day following the date the request is received.

b. If access to the public record is not granted immediately, the official custodian shall give a detailed explanation of the cause for further delay, and the place and earliest time and date that the record will be available for inspection.

c. If a request is denied, the official custodian shall, upon request, provide a written statement of the grounds for the denial, shall cite the specific provision of law under which access is denied. Said written statement shall be furnished to the requestor not later than the end of the third business day following the date that the request for the statement is received.

3. When the official custodian furnishes copies of public records, charges for the service shall be collected in advance. The request for copies of public records shall be in writing, and the requestor shall be required only to furnish his or her name and address, proof of identity if necessary, and the information needed to ascertain the records desired.

4. Copies of radio or recording tapes or discs, video tapes or films, pictures, slides, graphics, illustrations or similar audio or visual items or devices, shall not be required to be

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furnished unless such items or devices were shown or played to a public meeting of this board of education.

5.      Copies of public records shall be made while the records are in the possession, custody and control of the official custodian and shall be made under the supervision of the official custodian or his/her designee.

6.      All charges of fees collected by the official custodian shall be remitted at least monthly to the treasurer of this district and shall be credited to the general fund.

**APPROVED:    September 12, 1983**

**AMENDED:    May 13, 2002**

**REVIEWED AND APPROVED:    May 14, 2012**