



PUBLIC RECORDS REQUESTS – PUBLIC RECORDS ACT

PUBLIC RECORDS

Public Records Defined:

Allegiance STEAM Academy (ASA) complies with the California Public Records Act (“Act”) as required by its charter. Under the Act, public records are those writings containing information relating to the conduct of the public’s business that are prepared, owned, used or retained by ASA regardless of physical form or characteristics. ASA may not deny disclosure of public records based on the purpose for which the record is being requested. Certain records, however, are exempt from disclosure by express provision of law. Many exemptions are intended to protect privacy rights, such as student information. Exempt records will not be provided to the public.

Examples of Public Records:

Unless an exemption applies (see below), records to which the public shall have access include, but are not limited to:

- Approved ASA budgets and annual audits
- Statistical compilations
- Reports and memoranda
- Notices and bulletins
- Minutes of public meetings
- Meeting agendas
- Official communications between ASA and governmental agencies
- School-based program plans
- Information and data relevant to the evaluation and modification of ASA plans
- Claims filed against ASA and records pertaining to pending litigation
- Statements of economic interests required by the Conflict of Interest Code
- Employment contracts and settlement agreements
- Instructional materials including, but not limited to, textbooks



Records Exempt from Disclosure:

The Act itself contains numerous exemptions from disclosure, and there are numerous laws outside the Act that create exemptions from disclosure. Some of the records that are exempt from disclosure include the following categories. This is not an exhaustive list:

- Preliminary drafts, notes or inter/intra-agency memoranda that are not retained by ASA in the ordinary course of business, if the public interest in withholding those records clearly outweighs the public interest in disclosure.;
- Records pertaining to pending litigation to which the public agency is a party, until the pending litigation or claim has been finally adjudicated or otherwise settled;
- Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy;
- Records, the disclosure of which is exempted or prohibited pursuant to federal or state law, including, but not limited to, student information protected under the Family Educational Rights and Privacy Act (FERPA) and provisions of the Evidence Code relating to privilege, including attorney-client privileged information;
- Test questions, scoring keys and other examination data used to administer an examination, unless specifically authorized by law;
- A document prepared by or for ASA that assesses its vulnerability to terrorist attack or other criminal acts intended to disrupt ASA's operations and that is for distribution or consideration in a closed session;
- Records where, on the facts of the particular case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record.

Process for Requesting Public Records

Requests for Public Records:

Requests for public records shall be made either in person or in writing to the Allegiance STEAM Academy. The Chief Executive Officer or designee may then determine the most appropriate employee to assist in assembling any public records for production. Any person may request a copy of any ASA record open to the public and not exempt from disclosure.

When a member of the public request to inspect a public record or obtain a copy of a public record, ASA, in order to assist the member of the public make a focused and effective request that reasonably describes an identifiable record or records, will do the following to assist the requester:



- Assisting the requester to identify records and information that are responsive to the purpose of the request, if stated.
- Describing the information technology and physical location in which the records exist.
- Providing suggestions for overcoming any practical basis for denying access to the records or information sought.

Response to Public Records Request:

ASA will, within 10 days of receipt of a Public Records Act request, provide a written response to the requester. If the request is received after business hours or on a weekend or holiday, the next business day may be considered the date of receipt. The 10-day response period starts with the first calendar day after the date of receipt. If the tenth day falls on a weekend or holiday, the next business day is considered the deadline for responding to the request. The written response shall notify the requester if the request, in whole or in part, seeks copies of disclosable public records in the possession of ASA and the reasons for the determination. ASA may extend the 10-day response period for copies of public records for up to 14 additional calendar days because of the need:

- To search for and collect the requested records from another location;
- To search for, collect, and appropriately examine a voluminous amount of separate and distinct records demanded in a single request;
- To consult with another agency or two or more components of a local agency having substantial interest in the request (such as a state agency); or
- In the case of electronic records, to compile data, write programming language or a computer program, or to construct a computer report to extract data.

If ASA denies any request for records, in whole or in part, and the request was in writing, the notification of denial will set forth the names and titles or positions of each person responsible for the denial.

ASA's response shall inform the requester of the date and time when the records will be made available. If the request identifies disclosable information which is contained in both electronic format and hard copy, the notice may inform the requester that the information is available in either format. If the requester seeks copies of disclosable records, ASA may charge a fee covering the direct costs of duplication. If the requester seeks disclosable copies in electronic format, and ASA has an existing, non-exempt public record in an electronic format, ASA shall make those records available in any electronic format in which it holds the records unless the release would jeopardize or compromise the security or integrity of the original record or of any proprietary software in which it is maintained. ASA may charge the requester the direct cost of



producing a copy of the record in that format. However, requesters may be required to bear additional costs of producing a copy of an electronic record, such as programming and computer services costs, if the request requires the production of electronic records that are otherwise only produced at regularly scheduled intervals, or production of the record would require data compilation, extraction, or programming. If ASA no longer has the record in electronic format, ASA will not reconstruct the record in electronic format.

Records Inspections or Copies:

Time and Place of Inspection: Generally, records inspections may take place at the school site during hours of operation, excluding holidays.