

**ACCESS TO COUNTY OFFICE RECORDS**

Requests for access to Mendocino County Office of Education (MCOE) records shall be placed with the County Superintendent of Schools or Cabinet-level administrator.

Public records include any writing containing information relating to the conduct of the County Office's business prepared, owned, used or retained by the County Office regardless of physical form or characteristics. Records to which the public shall have access during normal business hours include, but are not limited to:

1. The proposed and approved budgets. (Government Code 6252, Education Code 42103)
2. Statistical compilations. (Government Code 6252)
3. Reports and memoranda. (Government Code 6252)
4. Notices and bulletins. (Government Code 6252)
5. Minutes of public meetings. (Government Code 6252)
6. Meeting agendas. (Government Code 6252, Education Code 54957.5)
7. Official communications between governmental branches. (Government Code 6252)
8. School-based program plans. (Education Code 52850, 54722)
9. Information and data relevant to the evaluation and modification of school improvement plans. (Education Code 52015.5)
10. Initial proposal of exclusive employee representatives and of the County Office. (Government Code 3547)
11. Tort claims filed against the County Office of Education. (71 Ops. Cal. Atty. Gen. 235, 1988)
12. Records pertaining to pending litigation that predate the filing of the litigation, unless otherwise protected by the attorney/client privilege. (Government Code 6254.25, 71 Ops. Cal. Atty. Gen. 235, 1988)
13. Statements of economic interests required by the Conflict of Interest Code. (Government Code 81008)

Records to which the general public shall not have access include, but are not limited to:

1. Personnel records, medical records, student records, personal correspondence, or similar materials the disclosure of which would constitute an unwarranted invasion of personal privacy. (Government Code 6254)

The home addresses and home telephone numbers of employees may be disclosed only as follows:

- a. To an agent or family member of the individual to whom the information pertains if authorized by the individual.
- b. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board. However, upon written request of the employee, the County Office of Education shall not disclose the employee's home address or home telephone number to an employee organization and shall remove such information from any mailing list, except the list used exclusively by the County Office of Education to contact the employee.

- c. To an agent or employee of a health benefit plan providing health services or administering claims for MCOE employees and their enrolled dependents.
2. Test questions, scoring keys and other examination data except as provided by law. (Government Code 6254)
3. Records pertaining to pending litigation, except those that predate the filing of the litigation, unless otherwise protected by the attorney/client privilege. (Government Code 6254 and 6254.25, 71 Ops. Cal. Atty. Gen. 235, 1988)
4. Recall petitions or petitions for the reorganization of school districts. (Government Code 6253.5)
5. The Closed Session minutes, if any, of County Board meetings. (Government Code 54957.2)
6. Preliminary drafts, notes or interagency memoranda that are not retained by the County Office in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure. (Government Code 6254)
7. Computer software developed by the local agency. (Government Code 6254.9)
8. Any other records listed as exempt from public disclosure in the California Public Records Act.

### **Copies**

Any person may receive a copy of any identifiable public record. Upon request, an exact copy shall be provided unless it is impracticable to do so. (Government Code 6256)

Copies may be furnished at the cost of twenty-five cents (25¢) per page.

Computer data shall be provided in a form determined by the County Superintendent or designee.

Within ten (10) days of receiving any request for a copy of records, the County Superintendent or designee shall determine whether to comply with the request and shall immediately inform the person making the request of his/her determination and the reasons for it. (Government Code 6256)

The ten (10) day limit may be extended for up to ten additional working days in unusual circumstances and with proper notice. (Government Code 6256.1)

Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6256.2)