
**PEACHAM BOARD POLICY
ACCESS TO PUBLIC RECORDS AND DOCUMENTS**

Prepared for 1st reading: 8/25/03

Original Policy Waved: 11/10/03

Adopted: 11/10/03

Copies to: Board Members: __ CCSU: __

Peacham School Board is committed to the production of public records to the full extent permitted by law. Accordingly, any person may, during customary office hours, which are from [9am to 4 pm Monday through Friday when school is in session and 10 am through 3 pm Monday through Friday during school vacations] request to inspect or to copy any public record or document generated by or in the custody of Caledonia Central Supervisory Union subject to the following exceptions and any other exceptions permitted or required by law:

EXCEPTIONS (1 V.S.A. § 317)

"Public record or document" means all papers, documents, machine readable materials or any other written or recorded matters, regardless of their physical form or characteristics, produced or acquired in the normal course of Caledonia Central Supervisory Union ("CCSU") business. Individual salaries and benefits of and salary schedules relating to elected or appointed officials and employees of CCSU shall not be exempt from public inspection and copying. The following public records ARE EXEMPT (Please see the statute for complete description.):

- (1) records designated confidential by law;
- (2) records, which by law may only be disclosed to specifically designated persons;
- (3) records, which, if made public under this law, would cause the custodian to violate duly, adopted standards of ethics or conduct for any profession regulated by the state;
- (4) records, which, if made public under this law, would cause the custodian to violate any statutory or common law, privilege;
- (5) records dealing with the detection and investigation of a crime. This does not exempt records of the initial arrest of a person and the charge;
- (6) tax returns and related documents;
- (7) personal documents relating to an individual; however, information in an individual's personnel file shall be available to that individual or his/her designated representative;
- (8) test questions and scoring keys;
- (9) trade secrets;
- (10) lists of names compiled or obtained by a public agency when disclosure would violate a person's right to privacy or produce public or private gain, unless the lists are made available to the public by law;
- (11) student records at educational institutions funded wholly or in part by state revenue;
- (12) records concerning formulation of policy if disclosure would constitute a clearly unwarranted invasion of personal privacy;
- (13) information pertaining to the location of real or personal property for public agency purposes prior to public announcement of the project, and information pertaining to appraisals or purchase price of real or personal property for public purposes prior to the formal award of contracts thereof;
- (14) records relating to pending litigation involving CCSU or any member school districts, until ruled discoverable or litigation has ended;
- (15) records relating to negotiation of contracts including, but not limited to, public employee collective bargaining agreements;

- (16) voluntary information provided by an individual, corporation, organization, partnership, or any other entity before the enactment of this law; and
- (17) records within or between departments, which are preliminary to determination of policy or precede presentation of the budget;
- (18) records of the office of internal investigation of the department of public safety;
- (19) records relating to the identity of library patrons or the identity of library patrons in regard to the circulation of library materials; and
- (20) information which would reveal the location of archeological sites and underwater historic properties.
- (21) records of, or internal materials prepared for, the deliberations of any public agency acting in a judicial or quasi-judicial capacity;
- (22) passwords, access codes, user identifications, security procedures and similar information where disclosure would threaten safety of persons or security of public property;
- (23) information and records provided to the department of banking, insurance, securities and health care administration by an individual for the purposes of having the department assist with resolving disputes with regulated companies.
- (24) information and records provided to the department of public service to resolve a dispute with a regulated utility or other individual.

Legal Reference: ACCESS TO PUBLIC RECORDS AND DOCUMENTS (1 V.S.A. § 316) (1 V.S.A. § 317)