

PEACHAM SCHOOL DISTRICT
PROCEDURE FOR ACCESS TO PUBLIC RECORDS AND DOCUMENTS
Approved 11/10/03

Upon [written] request, the [Office of the Superintendent,] shall produce the record for copying or for inspection [within 10 business days of receiving the request] unless:

- (1) the public record is in active use, or in storage, or unusual circumstances make a delay necessary before the material is available;
- (2) the Office of the Superintendent considers the record exempt from inspection;
- (3) the record does not exist under the name given or any other name known by the Office of the Superintendent.

In the event, the Office of the Superintendent is unable to produce the record, it shall certify in writing its reasons for denying or delaying access to the record [within 10 business days of receiving the written request for the record.]. [In the event that the requesting party feels aggrieved from the Superintendent's response, the party may appeal to Vermont superior court according to the provisions of the statute.]

COPYING COSTS (1 V.S.A. § 316)

[The CCSU Board has established the following fee schedule for inspection and/or copying and transmission of public records:

- (1) copying per page: \$.20
- (2) mailing: actual postage (all requests sent ordinary first-class mail postage prepaid)
- (3) unusual bulk mail or other media: actual costs

All charges will be billed and paid in advance before the requested material is sent to or made available for inspection by the requesting party.]

Legal Reference: ACCESS TO PUBLIC RECORDS AND DOCUMENTS (1 V.S.A. § 318)