

## **PUBLIC'S RIGHT TO KNOW/FREEDOM OF ACCESS**

The Board recognizes the importance of a well-informed public to the operations of the school. The Board will comply with all applicable sections of Maine's Freedom of Access Act. Except as otherwise provided by statute, all Board proceedings shall be open to the public, any person shall be permitted to attend, and any records or minutes of such proceedings that are required by law shall be made promptly and shall be open to public inspection.

Board agendas and minutes, proposed and approved Board policies, annual budget reports, student handbooks and Board member Freedom of Access training documentation/certificates shall be available for immediate inspection and/or copying in the CRCS office. Requests for all other public records shall be made, preferably in writing, to the Executive Director/designee, specifying the records desired for inspection/copying.

The Executive Director/designee shall acknowledge receipt of a request for inspection and/or copying of public records within a reasonable period of time.

If the request is denied, the Executive Director/designee shall inform the requestor in writing within five working days of the request and shall state the reason for denial. Otherwise, inspection and/or copying may be scheduled to occur within a reasonable period of time following the request at a time that will not delay or inconvenience the regular activities of the school unit.

### **Fees**

Except as otherwise provided by law or court order, CRCS may charge fees as follows:

- A. A fee of \$.50 per page to cover the cost of copying.
- B. A fee of \$10.00 per hour after the first hour of staff time per request to cover the actual cost of searching for, retrieving, and compiling the requested public record.
- C. If translation is required, a fee to cover the actual cost of translation.

No fee shall be charged for inspection of public records.

As required by law, the school will provide the person making the request an estimate of the time necessary to complete the request and of the total cost and, if the estimated total cost exceeds \$20.00, will inform the requestor before proceeding. If the estimated total cost is greater than \$100.00 or if the requestor has previously failed to pay a fee assessed for access to CRCS records, the requestor may be required to pay all or a portion of the estimated cost prior to the search, retrieval, compiling, translation, and copying of the public record.

The Executive Director is directed to develop and implement such administrative procedures as may be necessary to carry out this policy.

Legal Reference: 1 M.R.S.A. § 401 et. seq.

Cross Reference: BIA – New Board Member Orientation  
BEC – Executive Sessions  
BIC – Board Member Freedom of Access Training  
BIC-E – Board Member Freedom of Access Training Certification  
GBJ – Personnel Records and Files  
JRA – Student Educational Records

Adopted: 11/7/2012