

Public's Right to Know/Freedom of Information

The Charter Board is a public servant, and its meetings and records shall be matters of public information, subject to such restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings.

The official minutes of the charter board, its written policies and its financial records shall be open for inspection at the office of the administrator by any citizen desiring to examine them during hours when the office of the administrator is open. However, no records shall be released for inspection by the public or any unauthorized persons-either by the administrator or any other person designated as custodian for charter school records-if such disclosure would be contrary to the public interest as described in state law. The charter school's financial information shall be posted online in accordance with the Public School Financial Transparency Act.

NOTE: State law permits the charter school to charge up to \$30 per hour for staff time spent in research and retrieval of public records after the first hour of staff time spent. C.R.S. 24-72-205 (6)(a). This is the maximum hourly fee and the charter school may impose a lesser fee, so long as the first hour is free. The maximum hourly fee may be increased on July 1, 2019 and by July 1, of every five year period thereafter, as determined by the director of research of the legislative council 'in accordance with the United States Dept. of Labor, Bureau of Labor Statistics, Consumer Price Index for Denver-Boulder-Greeley' or its successor index. C.R.S. 24-72-205 (6)(b).

In responding to a request for the charter school's public records, the charter school may charge a fee for staff time spent in excess of one hour for the following: researching and retrieving the requested records; conducting searches for requested records; reviewing records to determine whether they are responsive to the request; and identifying and separating those records that are not public and/or are privileged or confidential. Such fee shall be \$30 per hour, which may be increased from time to time as permitted by applicable state law. The charter school may also charge other reasonable fees in responding to a request for the charter school's public records, in accordance with the accompanying regulation.

The Charter Board wishes to support the right of the people to know about the programs and services of their schools and shall make reasonable effort to disseminate information. Each administrator is authorized to use all means available to keep parents/guardians and others of that particular school's community informed about the school's program and activities.

LEGAL REFS: C.R.S. 22-9-109 (*Exemption from public inspection*)
C.R.S. 22-32-109(1) (c) (*Documents available for public inspection*)
C.R.S. 22-44-301 *et seq.* (*Public School Financial Transparency Act*)
C.R.S. 24-72-201 *et seq.* (*Access to public records*)
C.R.S. 24-72-205 (6)(a) (*Must adopt policy regarding the fee for research and retrieval of public records, if the charter school imposes such a fee.*)

CROSS REFS: BEDA, Notification of board Meetings
BEDG, Minutes
DAB, Financial Administration
EGAEA, Electronic Communication
GBJ, Personnel Records and Files
JRA/JRC, Student Records/Release of Information on Students

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Lake George Charter School