

REGULATION

BAYONNE SCHOOL DISTRICT

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PUBLIC RECORDS

R 8310 PUBLIC RECORDS

A. Custodians of public records

The public records of this district will be collected and maintained by or under the immediate direction of appropriate school officials, as follows. The designated school official shall serve as custodian of the record.

Public records and
Related Documents--->Custodian

Board of Education policy manual--->Superintendent

Superintendent's manual of
administrative regulations--->Superintendent

Minutes of public and private Board
meetings and of all public hearings--->Board Secretary

Annual audit and fiscal record--->School Business Administrator

Budget--->School Business Administrator

Payroll--->School Business Administrator

Purchasing records--->School Business Administrator

Board correspondence--->Board Secretary

Reports to the Commissioner--->Superintendent

Grant applications and proposals--->Superintendent/School
Business Administrator

Election records, including
special referenda--->Board Secretary



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Sales of bonds--->School Business Administrator

Legal proceedings, including
opinions issued by judicial
or administrative authority in
the adjudication of cases--->Board Attorney

Negotiated contracts--->School Business Administrator

B. Public access to records

1. Public records are available for inspection and copying in the office of the custodian of the record. No public record may be removed from the office in which it is kept.
2. Public records may be accessed during the regular business hours of the office in which the record is kept, except that the custodian of the record may delay access a maximum of one working day when immediate inspection or copying will unduly burden the custodian or frustrate the administration of his or her office.
3. Inspection and/or copying must be conducted under the supervision of the custodian or his or her designee and may, at the custodian's discretion, be limited to a reasonable length of time.
4. No more than three members of the public may inspect a public record at the same time.
5. No person shall deface, amend, mark, destroy, obliterate, or alter in any way a public record or portion of a public record of this district. A person who violates this rule will be immediately denied further access to any public records and will be reported to the Board.

C. Copies of public records

1. A person inspecting a public record may make handwritten notes at any time. He or she shall not be required to surrender



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such notes or to reveal their content to the custodian or any other school official.

2. Where feasible and not destructive to the record, copies of a public record may be made by xerographic process and retained by the person inspecting the record.

a. The charge for copying of pages is as set forth in N.J.S.A. 47:1a-2.

3. Copies may be requested and delivered by mail, provided the requestor identifies the record accurately and submits payment in advance. Payment must include the projected costs of handling and postage.

4. Copies of public records are not returnable.

D. Appeals

1. A decision of the custodian of a public record may be appealed to the Superintendent.

2. An appeal of a decision must be made in writing on a form available in the office of the Superintendent. The appeal must set forth

a. The name and address of the appellant,

b. The specific record sought,

c. The custodian of the record,

d. The decision appealed from,

e. The date of that decision, and

f. The appellant's reasons for believing that the decision should be reversed.



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3. The Superintendent shall render a decision on the appeal as soon as possible, but not later than thirty days from the time the written appeal is submitted. The Superintendent's decision shall be in writing and shall be delivered to the appellant and the custodian of the subject record.

4. The appellant may appeal the Superintendent's decision to the Board; a decision of the Board may be appealed to the Commissioner of Education.

E. Confidential records

1. Custodians of public records shall be cognizant of the portion of the record, if any, that must be exempted from public inspection in accordance with law and Policy No. 8310. Exempted records are:

a. Personnel and pension records of an individual, except the individual's name, title of position, salary, payroll record, length of service, date of separation and the reason therefor, the amount and type of pension he or she receives, and data, other than detailed medical or psychological information, that shows conformity with qualifications for employment and pensions;

b. Questions on examinations required to be conducted by the Board;

c. Records concerning morbidity, mortality, and reportable diseases;

d. Records concerning individual pupils;

e. Election tally sheets and ballots;

f. Reports of investigations in progress;

g. Records regarding matters the disclosure of which would impair a right to receive federal funds;



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- h. Records regarding pending negotiations toward a collective bargaining agreement;
 - i. Records regarding the contemplated purchase, lease, or acquisition of real property;
 - j. Records regarding tactics and techniques utilized in protecting the safety and property of the public where such disclosure would impair such protection;
 - k. Records regarding pending or anticipated litigation, contract negotiations (other than in the collective bargaining process), and other issues that may fall within the privileged relationship between the Board and its attorney;
 - l. Rosters of employees and pupils;
 - m. The home address and telephone number of any pupil or employee of the Board, except as the individual pupil or employee may wish such information to be released in accordance with Policies No. 8320, 8330, and 9713;
 - n. Notations and tape recordings made and temporarily retained by an individual solely as an administrative convenience in the performance of assigned duties, except that tape recordings of public meetings may not be exempted from public inspection; and
 - o. Records made and privately retained by an individual that express personal impressions, opinions, and conclusions, and the disclosure of which would tend to violate the recorder's privacy.
2. The custodian will take such measures as may be appropriate and effective in separating exempted records and preserving their confidentiality.

Issued: 28 July 1997

