

FREEDOM OF INFORMATION/PUBLIC INFORMATION ACT REQUESTS

I. Purpose

The purpose of Policy KDB is to set forth the Board of Education's commitment of providing access to public records in accordance with the Maryland Public Information Act, *Annotated Code of Maryland*, Title 4 of the General Provisions Article.

II. Background

The Board of Education is a public body, and its meetings and records will 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.

III. Definitions

Within the context of this policy, the following definition applies:

Public Record: The original or any copy of any documentary material that:

- A. Is made by the Board of Education or received by the Board in connection with the transaction of public business;
- B. Is in any form, including:
 - 1. a card;
 - 2. computerized records;
 - 3. correspondence;
 - 4. a drawing;
 - 5. film or microfilm;
 - 6. a form;
 - 7. a map;
 - 8. a photograph or photostat;
 - 9. a recording; or
 - 10. a tape; and
- C. Includes a document that lists the salary of an employee of the Board of Education.

IV. Policy Statement/Procedures

- A. The official minutes of the Board of Education, its written policies, ~~Master Plan~~ the Local Every Student Succeeds Act (ESSA) Consolidated Strategic Plan, and annual budget, will be open for inspection upon reasonable advance notice, by any citizen desiring to examine them during business hours. Certain public records will be posted on the school system's official website (<http://wcpsmd.com/>) and the Board's official website (<https://go.boarddocs.com/mabe/wcps/Board.nsf/Public>) for the review of the public. Other public records will be available for inspection upon written request. However, records will not be released for inspection if disclosure would be contrary to the public interest or as proscribed in federal or state law.
- B. The Superintendent is authorized to promulgate an administrative regulation to implement this policy. The administrative regulation shall establish the fees for the search, preparation (i.e., redaction of confidential information), and reproduction of a public record.

Legal Reference: *Annotated Code of Maryland*, General Provisions Article, Title 4

Policy Adopted: October 4, 2005. Adopted: _____

Board of Education of Washington County