

1200 Public Records

The School District hereby appoints the person fulfilling the position of Human Resources Manager to be the designated public records person to receive public records requests. This individual shall coordinate with the custodian of the records requested an appropriate response to the request.

Public records of Campbell County School District are open to inspection and copying as follows:

1. Written requests to inspect and/or copy public records must identify:
 - The specific records sought, and
 - The name and method of contact (address, e-mail, or phone number) of the person requesting the public records.
2. If the District is not in possession of the public records requested, or if the District maintains that the public records requested should not legally be released to the public, the Human Resources Manager shall notify the applicant within seven (7) business days from the date of acknowledged receipt of the request of the unavailability of the records sought unless good cause exists preventing a response within such time period.
3. The public records will only be made available during regular business hours. Inspection will be allowed upon request if the record is readily available and providing the request would not impair or impede the District's ability to discharge its regular duties, such as when the request would require some extensive staff time to compile or locate the records. If the records being requested are in active use, in storage, or otherwise not readily available without interference of the staff's ability to discharge their regular duties, the applicant shall be notified within seven (7) business days from the date of acknowledged receipt of the request unless good cause exists preventing a response within such time. The applicant shall be notified as to approximately when the records can be made available. Absent good cause for a delay, the records will be released within 30 days after the date of acknowledged receipt of the public records request.
4. Student records by law are confidential and not subject to a public records request. Access to student records will be permitted only to those lawfully entitled to access and in accordance with policies and procedures relating to student records.

5. Nothing in this policy will limit or otherwise restrict the powers of the Campbell County School District Board of Trustees with respect to public records as authorized in state and federal statutes.

ADOPTION DATE: September 23, 1996; Editorial Revision February 22, 2005; Revised August 28, 2012, Revised February 26, 2019; Revised May 14, 2019

LEGAL REFERENCE(S): Freedom of Information Act; Wyoming Public Records Act W.S. 164-201 through 16-4-205

CROSS REFERENCE(S):

REGULATION(S): 1200-R, Public Records