

## **REGULATION #5700.1 ACCESS TO RECORDS**

---

### **1. DEFINITION OF RECORDS**

- 1.1. For the purpose of the *Freedom of Information and Protection of Privacy Act*, a record is defined as all recorded information regardless of physical format, which is received, created, deposited, or held by or in the school district. Records include books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means but does not include computer programs or any other mechanism that produces records.

### **2. REQUESTS FOR INFORMATION**

- 2.1. The board recognizes its obligation to respond to official requests for information. In doing so:
- a) Every reasonable attempt will be made to assist applicants with their requests.
  - b) The superintendent of schools or designate will respond without delay to each applicant.
  - c) The response to each applicant will be open, accurate and complete.
- 2.2. Information that has been prepared for the public (e.g. Annual Report, Financial Statements, etc.) will generally be available at the administrative office.
- 2.3. The decision for granting the complete or partial release of records, or refusing the request will be made by the superintendent of schools or designate, in consultation with the department head and guided by the relevant clauses of *the Act*.
- 2.4. Every official written application made under *the Act* will be passed to the Manager, Communication Services, who will:
- a) Determine whether information is routinely handed out.
  - b) Determine whether information falls under exceptions in *the Act*.
  - c) Log the request, create a file and track records.
  - d) Send acknowledgement to the applicant.

## **REGULATION #5700.1 ACCESS TO RECORDS**

---

2.5. The area responsible for preparing information will:

- a) Search for and retrieve records.
- b) Alert Manager, Communication Services of any areas of concern before release.
- c) Co-ordinate the release of the information to the Manager, Communication Services.

### **3. THIRD PARTY NOTIFICATION**

3.1. Manager, Communication Services will review the document(s) for any exceptions and/or need for third party notification. Third party notification will be sent out if applicable.

### **4. TIMELINES**

4.1. In the event that a response to an application for access cannot be completed within the thirty day limit due to circumstances as set out in *the Act*, the Manager, Communication Services will give the applicant written notice of the extension setting out:

- a) The length of the extension.
- b) The reasons for the delay.
- c) Advise the person who made the request that they may ask the commissioner to review the extension.

### **5. FEES**

5.1 In the event that a fee is to be required, the applicant making the request will be given written notice of the estimated costs. A deposit of up to 50% of the final fee may be collected prior to processing the request. No further action will be taken until authorization to complete processing is received in writing from the applicant making the request and a deposit is paid.

### **6. RELEASE OF DOCUMENTS**

## **REGULATION #5700.1 ACCESS TO RECORDS**

---

- 6.1. The Manager, Communication Services will prepare the document for release, including any necessary deletions as provided by *the Act*. Final documentation will be given to the applicant and access to records provided if examination is to be completed on-site. Final fees will be collected by Communication Services where applicable upon provision of information.

*Revised:* 2015-06-05  
*Approved:* 1995-06-22