

**POLICY****3570 DISTRICT RECORDS AND REPORTS**

The Board of Education recognizes its responsibility to maintain the public records of this district and to make such records available to residents of New Jersey for inspection and reproduction.

The public records of this district include any record that has been required by law to be made, maintained, or kept on file by the Board, its officials, or its employees, except as such records may be exempted by law or this policy.

**Exempted Records**

1. 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 therefore, 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;
2. Questions on examinations required to be conducted by the Board;
3. Records concerning morbidity, mortality, and reportable diseases;
4. Records concerning individual pupils;
5. Election tally sheets and ballots;
6. Reports of investigations in progress;
7. Records regarding matters the disclosure of which would impair a right to receive federal funds;
8. Records regarding pending negotiations toward a collective bargaining agreement;
9. Records regarding the contemplated purchase, lease or acquisition of real property;
10. Records regarding tactics and techniques utilized in protecting the safety and property of the public where such disclosure would impair such protection; and
11. 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.

The Board declares disclosure of the following records to be likely to violate the privacy of individuals and, therefore, further exempts from public inspection rosters of employees and

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pupils; 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; notations and electronic recordings made and temporarily retained by an individual solely as an administrative convenience in the performance of assigned duties, except that electronic recordings of public meetings may not be exempted from public inspection; and 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.

First Reading: January 27, 2011

Second Reading: February 10, 2011

Adopted: February 10, 2011