Lewis Center for Educational Research

BP 1340 **COMMUNITY RELATIONS**
REQUEST FOR PUBLIC RECORDS

Adopted: March 9, 2015 **Revised:**

Deleted: →

The Lewis Center for Educational Research ("LCER") recognizes the right of citizens to have access to public records of the organization. The LCER complies with the California Public Records Act ("PRA"). The purpose of the California PRA is to promote access to information concerning the conduct of the people's business which is a fundamental and necessary right of every person in this state.

The Foundation Board intends the LCER to provide any person reasonable access to the public records of the LCER and schools during normal business hours and within the requirements of state and federal law. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

The LCER may charge for copies of public records or other material requested by individuals or groups. The charge, based on actual costs of duplication, shall be determined by the President/Chief Executive Officer ("CEO") or designee and as specified in the administrative regulation to this policy.

Public access shall not be given to records listed as exempt from public disclosure in PRA.