**Open Public Records Act**

Discussion Guide

**Review of critical content:**

1. Why might the general public be interested in assuring records of public entities like school districts be open?
2. What are some examples of public records?

**Procedures: Agencies must**

1. Appoint a
2. Publish describing agency rules and other items related to the *Public Records Act*.
3. Adopt rules/procedures to:
	1. Provide access to public records
	2. Protect public records from
	3. Prevent excessive with public entity functions.
	4. Provide fullest to requests
	5. Provide most timely possible on requests
4. If charging costs of copies of records publish
5. Make non-exempt records and copying during customary business hours for a minimum of per week.

A public entity has five (5) business days to respond to public records requests…What are two possible responses?

What are three requirements of exempted records?

What are two fees that cannot be charged to requesters of public records?

To minimize risks of penalties for non-compliance with public records requests:

1. Establish a of compliance with the *Public Records Act* (PRA)

2. appropriate staff and officials about the PRA’s requirements

3. agency PRA procedures

4. Keep updated on in PRA, correctly apply law

5. Consult with the public entity’s