

**ACCESS TO COUNTY OFFICE RECORDS**

The Santa Cruz County Board of Education recognizes the right of members of the public to have access to public records of the Santa Cruz County Office of Education (COE). The COE shall provide any member of the public reasonable access to the public records of the COE during normal business hours and within the requirements of law. Public access shall not be given to records that are exempt from public disclosure pursuant to the California Public Records Act or other state or federal law.

In response to a public records request, reasonable efforts shall be made to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a COE-provided device or account or through a County Board member's personal device or account.

The COE may charge for copies of public records or other materials requested by individuals or groups, in accordance with law.

In order to help maintain the security of COE records, members of the public granted access shall examine records in the presence of a COE staff member as designated by the Superintendent.