

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS
TITLE: PUBLIC RECORDS
ADOPTED: May 14, 2002
REVISED:

801. PUBLIC RECORDS	
<p>1. Purpose</p>	<p>The Joint Operating Committee recognizes the importance of public records as the record of the center's actions and the repository of information about this center. The public has the right under law to inspect and to procure copies of public records, with certain exceptions, subject to Joint Operating Committee policy.</p>
<p>2. Definition 65 P.S. Sec. 66.1</p>	<p>The public records of this center shall mean any account, voucher or contract dealing with the receipt or disbursement of funds; acquisition, use or disposal of services or supplies, materials, equipment or other property; or any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group.</p>
<p>3. Authority 65 P.S. Sec. 66.1 et seq SC 408, 518</p>	<p>The Joint Operating Committee shall make the center's public records and copies thereof available for inspection in accordance with established guidelines, with the exception of those records exempted from such inspection and copying by law and Joint Operating Committee policy.</p> <p>Records exempted by law include:</p> <ol style="list-style-type: none"> 1. Reports, communications or other items whose publication would disclose the institution, progress or result of an investigation undertaken in the performance of official duties. 2. Any record, document, material, exhibit, report, memorandum or other paper to which access or publication is prohibited, restricted or forbidden by law, court order or decree; or which would operate to the prejudice or impairment of a person's reputation or personal security; or result in the loss of federal funds, except the record of a conviction for any criminal act. 3. Records concerning individual students.
<p>Title 22 Sec. 12.33</p>	<p>The Joint Operating Committee exempts from public inspection records concerning:</p> <ol style="list-style-type: none"> 1. Pending negotiations toward a collective bargaining agreement.
<p>P.L. 93-380 45 CFR 99</p>	

<p>Pol. 216</p> <p>4. Guidelines 65 P.S. Sec. 66.1 et seq SC 408</p>	<ol style="list-style-type: none">2. Any material whose disclosure constitutes an unwarranted invasion of individual privacy, such as records, data, reports, recommendations, or other personal material, including but not limited to information relative to the individual's personal and family circumstances, unless the individual concerned or his/her guardian shall request in writing that the same be disclosed publicly.3. Procedures and techniques utilized in protecting the safety and property of the public, where such disclosure would impair protection.4. Pending or anticipated litigation, contract negotiations other than the collective bargaining process, and other issues that may fall within the privileged relationship between the Joint Operating Committee and its solicitor or other consultants and special agents. <p>The Joint Operating Committee declares disclosure of the following records to be likely to violate the privacy of individuals and therefore exempts from public inspection:</p> <ol style="list-style-type: none">1. The home address or telephone number of any student or employee of the Joint Operating Committee, except as the individual student or employee may wish such information to be released.2. Notations and tape recordings made and temporarily retained by an individual solely as an administrative convenience in the performance of assigned duties, except that tape recordings of public meetings may not be exempted from public inspection.3. Records privately made and retained by an individual that express personal impressions, opinions and conclusions; and disclosure would tend to violate the recorder's privacy. <p>The public may inspect and procure copies of the public records of this center, except exempted records, during the regular business hours of the office in which such records are maintained, provided a written request is submitted to the Joint Operating Committee at a regular meeting and provided that advance notice of intended inspection has been given to the Joint Operating Committee Secretary not less than one (1) working day before inspection.</p> <p>A citizen may obtain copies of the public records of this center upon payment of the cost of copying.</p> <p>No public record may be removed from the control or supervision of the designated custodian.</p>
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<p>5. Delegation of Responsibility</p> <p>SC 518 P.L. 93-380 45 CFR 99 Title 22 Sec. 12.33</p> <p>Pol. 906</p> <p>School Code 408, 433, 518</p> <p>PA Code Title 22 Sec. 12.33</p> <p>Federal Regulations P.L. 93-380 45 CFR 99</p> <p>65 P.S. Sec. 66.1 et seq</p> <p>Joint Operating Committee Policy 906</p>	<p>Nothing in this policy shall prevent a Joint Operating Committee member from inspection of any record of the center in the performance of official designated duties.</p> <p>The Director or designee shall develop procedures to implement this policy which include:</p> <ol style="list-style-type: none">1. Preparation of a retention schedule which conforms to law; requires permanent safeguarding of Joint Operating Committee minutes, annual audit reports and permanent student records; and mandates retention of all fiscal records required for audit until the audit has been received and approved.2. Provisions to guard the confidentiality of records exempted from the availability of public records.3. Procedures by which a citizen denied access to any records of the center may appeal that decision.
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