



ISANA ACADEMIES

POLICY FOR PUBLIC RECORDS ACT REQUESTS

I. Purpose

This Policy for Public Records Act Requests (“Policy”) sets forth ISANA’s (“School”) policies and procedures regarding requests for inspection of the School’s public records under the California Public Records Act (“PRA”) (Government Code section 6250 *et seq.*). The School is committed to providing members of the public with reasonable access to its public records consistent with the law.

II. How to Request Records

Requests for the School’s public records must be submitted to:

Mayra Suárez, Communications Manager
3580 Wilshire Blvd Suite 1130
Los Angeles, CA 90010
Email: msuarez@isanaacademies.org

To ensure that requests can be responded to appropriately and to avoid ambiguity and confusion, the School encourages that all requests be made in writing by submitting a Public Records Request Form, attached to this Policy as Appendix A. To the extent possible, the requester should specify, in writing, the records sought with sufficient detail to enable the School to identify particular records.

III. Right to Inspect

To the extent required by law, the School will make available all public records open to inspection by any person during normal business hours and by appointment. Copies of public records may be obtained by any person, subject to compliance with the procedures set forth in this Policy and consistent with the law.

IV. Records Exempt from Disclosure

There are numerous circumstances under which School records are exempt from disclosure. Whether an exemption applies will be determined on a case-by-case basis. When requested records may be exempt, the School will determine which records or a portion thereof are exempt from disclosure consistent with the PRA and other relevant state and federal laws.



V. Procedures for Responding to Requests for Inspection or Copies of Records

Within 10 calendar days of receiving a PRA request, the School will acknowledge receipt of the request and inform the requester whether the School has disclosable public records in its possession that are responsive to the request. If the School determines that it has disclosable documents responsive to the request that are not exempt, it will make the documents available within a reasonable time.

If the School determines that certain requested records are exempt, it will notify the requester in writing and provide the grounds for withholding them as well as the names and titles or positions of each person responsible for the withholding of exempt records.

In unusual circumstances, the School may extend the initial 10-day response timeline by up to 14 days by providing written notice to the requester setting forth the reasons for the extension and the date on which the School expects to inform the requester of whether the School has disclosable public records in its possession that are responsive to the request. “Unusual circumstances” means the following, but only to the extent reasonably necessary to the proper processing of the particular request:

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.
3. The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein.
4. The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

If a request is ambiguous or unfocused, the School may ask for clarifying information from the requester. The School will do all of the following, to the extent it is reasonable under the circumstances, in assisting the requester to make a focused and effective request that reasonably describes an identifiable record or records:

Assist the requester to identify records and information that are responsive to the request or to the purpose of the request, if stated.

1. Describe the information technology and physical location in which the records exist.



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2. Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

These requirements are deemed to have been satisfied if the School is unable to identify the requested information after making a reasonable effort to elicit additional clarifying information from the requester that will help identify the record or records.

The School may charge a reasonable fee (not to exceed the direct costs of duplication or a statutory fee if applicable) for preparation of copies of identifiable public records. For example, as of the date this Policy is approved, the cost for a standard size (8.5 x 11) paper copy is \$0.15 per page (black and white) and \$0.25 per page (color). Deposit of applicable fees is required prior to preparation and delivery of any requested records.



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APPENDIX A - ISANA PUBLIC RECORDS ACT REQUEST FORM

Requester's Information

Name: _____ Title: _____

Organization: _____

Address: _____

Phone: _____ Email: _____

Records Requested

I am requesting the following documents:

Check the applicable box: I am seeking [] copies or [] inspection of the documents listed above.

I understand that in accordance with the School's Policy for Public Records Act Requests, the School may charge a fee for copies of public records as specified above. Payment is required in advance of delivery of any requested records. If more than 15 pages are requested, the School may require a deposit before making copies.