

Area: Fiscal Systems

Subject: FS02 – Public Access to Program Information

Reference: 1301.30

Policy: The program shall provide reasonable public access to information and records pertaining to the programs operated.

Procedure:

1. All requests will be approved through the Superintendent's office, and the Division Administrator.
2. Approved requests will be processed within 10 business days.

Supervised by: Division Administrator

Performed by: Data Director

Forms needed: N/A

Frequency: Ongoing