

Policy No. 2026-1 : Director Requests for District Records

1. **Purpose.** This policy provides an orderly process for individual directors to obtain District records needed for their official duties while preserving staff capacity for District operations. Nothing in it limits a director's access to information reasonably necessary to those duties.
2. **Submission.** Director records requests shall be made in writing to the District Manager, describing the records sought with reasonable specificity (subject matter and date range).
3. **Logging.** Each request shall be entered in the District's numbered request log and acknowledged promptly, with an estimated completion date or a request for clarification of scope. The log shall be available to the full Board at each regular meeting.
4. **Scoping.** Where a request is broad or unclear, the District Manager shall propose a written scope; the confirmed scope defines the request. Materially new or expanded requests are logged as new requests.
5. **Priority.** Requests are fulfilled in the order received, subject to the Board's direction on the priority of staff time relative to District operations. The Board may expedite or defer specific requests.
6. **Routing.** Audit workpapers and audit-related materials are referred to the District's independent auditors; requests implicating attorney-client privileged material are referred to District legal counsel; requests concerning the District Manager's own personnel records are submitted to and handled by the Board President.
7. **Escalation.** Questions or concerns regarding the handling, priority, or status of a request are directed to the Board President rather than to staff. The Board President may bring any such matter to the full Board for direction.
8. **Resources.** Where fulfillment requires resources beyond available staff time, the Board may authorize temporary administrative, accounting, or legal support.