

Office of School Choice

FAQ Public Records

Charter school boards must adhere to [La.R.S. 44:1](#), et. seq. also known as the Sunshine Law, which requires public access to charter board records, except when closed according to law.

Open Meetings Requirements

Public Records	<p>Any documentation that is used or retained for use in the management or operation of the charter school is a public record.</p> <ul style="list-style-type: none">• Public records shall be made available free of charge to any person of majority age who requests to see them.• A reasonable fee may be collected to receive a copy of a public record.• Records must be retained pursuant to La. R.S. 44:36; general rule is that everything must be kept for a minimum of three years, though many items require longer.
Board Meeting Minutes	<p>Written minutes of open board meetings must include:</p> <ul style="list-style-type: none">• Date, time, and place of the meeting• Present and absent members of the board• Substance of decided matters• Votes recorded by individual members, if requested by any board member• Any other information members of the board request to include.

Exceptions

- Employee addresses and phone numbers (if employee has asked for confidentiality), bank account information, SSNs, and most materials regarding employee medical history/conditions.
- Most individual student records

Consequence of Non-Compliance

Charter school board members can individually be subject to fines for violating open meeting and public records laws. Additionally, violation of these laws may impact extension or renewal of the charter contract.

This informational document is a general guide to inform schools of basic requirements. It is NOT a substitute for federal, state guidelines and/or the appropriate state and local policies. Please visit the websites above for more information or contact the Office of Portfolio with questions.