

ADMINISTRATIVE PROCEDURE
PUBLIC'S RIGHT TO KNOW

- A. Superintendent** – The Superintendent will be the school system's officer for public records. Each department head will be an agent of the officer for public records for the purposes of complying with the Freedom of Information Act and the school system's policy on-public records. The officer for public records will ensure that:
- (1) Public records are made available for public inspection and copying.
 - (2) The records are carefully protected from deterioration, alteration, mutilation, loss, or unlawful removal.

Public information is available to the public during normal business hours, 7:30 a.m. to 4:30 p.m.

- B. Exceptions** – The following procedures will be followed in connection with requests to inspect records or secure copies:
- (1) Requests should be submitted in written form.
 - (2) The records access officer will advise the requester whether the records are available for inspection and copying within ten business days of receiving the written request.
 - (3) Information that is available will be provided within the time-frame prescribed by the Freedom of Information Act.
 - (4) Access will be denied to records or portions thereof that:
 - (a) Are specifically exempted from disclosure by state or federal statute.
 - (b) If disclosed would constitute an unwarranted invasion of personal privacy.
 - (c) If disclosed would impair present or imminent contract awards or collective bargaining negotiations.
 - (d) If disclosed would endanger the life or safety of any person.
 - (e) Are interagency or intra-agency materials which are not statistical or factual tabulations or data, instructions to staff that affect the public, or final agency policy or determination.
 - (f) Are examination questions or answers which are requested prior to the final administration of such questions.
 - (5) With respect to records which are determined to be available, the records access officer will direct the requester to the place where the required records may be inspected and will arrange for the preparation and certification of copies.
 - (6) With respect to records which are determined not to be available, the records access officer will certify upon the request form that the system does not possess the record or that it could not be found after diligent search and return one copy of the form to the requester.
 - (7) Records may be inspected only at the office or location where they are regularly maintained.

- (8) Requests by mail for copies of records may be addressed to the appropriate department and will be honored provided the requested record is sufficiently specified to make compliance practical.
- (9) An unwarranted invasion of personal privacy as set forth in paragraph will not be limited to:
 - (a) Disclosure of employment, medical, or credit histories or personal references of applicants for employment.
 - (b) Disclosure of items involving the medical or personal records of students.
 - (c) Release of lists of names and addresses if such lists would be used for commercial or fundraising purposes.
 - (d) Disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such information is not relevant to work of the agency requesting or maintaining it.
 - (e) Disclosure of information of a personal nature reported in confidence to the Board and not relevant to the ordinary work of the Board when provided in response to a properly served subpoena.

Unless otherwise provided herein, disclosure will not be construed to constitute an unwarranted invasion of personal privacy when identifying details are deleted; when the person to whom a record pertains consents in writing to disclosure; or when upon presenting reasonable proof of identify, a person seeks access to records pertaining to himself or herself.

- C. Appeals** – Should the request for records be denied, a requester may appeal to the superintendent in written form.
 - (1) Appeals must be delivered to the office of the superintendent within 30 days after the denial to which such appeal is made.
 - (2) The superintendent, or an authorized representative, will fully explain in writing the reasons for the denial or subsequently provide access to the record, within ten days of receipt of the appeal.
- D. Fees**
 - (1) A reasonable fee may be charged the requester to offset paper and copying expenses.
 - (2) Fees may be paid by cash, check, or money order payable to the school system, at the time the copies are made available to the requester.