

PUBLIC RECORDS

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction.

Public Record means any record kept by the District. A 'record' is any document, device, or item, regardless of physical form or characteristic, including electronic record as defined in statute created or received by or coming under the jurisdiction of the Board or its employees, which services to document the organization, functions, policies, decisions, procedures, operations, or other activities of the Board. "Public records" do not include medical records, records pertaining to physical or psychiatric examination, Social Security numbers, adoption, probation and parole proceedings, infrastructure records, security records, trial preparation records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43.

The Board will utilize the following procedures regarding the availability of public records. The District will promptly prepare and make available, within a reasonable period of time, for inspection/copying of public records that are responsive to the request of any person. Records may be inspected and/or copied during regular business hours. However, the District is not required to allow the requester to make copies of the public records. Reasonable advance notice may be required when immediate inspection or copying will unduly burden the custodian or the records.

Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s). The request for records need not be in writing. The requestor shall be asked to fill out a district public records request form; however, the requestor must be informed, prior to being asked to complete the form, that the requestor may decline. The requestor shall not be required to provide his/her identity or the intended use of the requested public record(s) unless the request is for student directory information. Records pertaining to individual students that consist of "personally identifiable information" and other confidential materials are not released for inspection. Only information deemed "directory information" may be released from an individual student's file. Student directory information is not released when parents have affirmatively withdrawn, in writing, their consent to release.

policy

**BOARD OF EDUCATION
GARAWAY LOCAL SCHOOL DISTRICT**

OPERATIONS
8310/page 2 of 3

Each request for public records shall be evaluated for a response at the time of the public records request. If a public records request is ambiguous or overly broad, or the person making the request has difficulty making the request for copies or for inspection to the extent that the District is unable to reasonably identify the records being requested, the District may deny the request for records. However, the District must provide an opportunity to revise the request by informing the requester of the manner in which the records are maintained and accessed in the ordinary course of the District's duties. If a request for records is ultimately denied in whole or in part, the District will provide the requester with an explanation, including legal authority, setting forth why the request was denied. If the initial request was in writing, the District shall provide the explanation for denying the request in writing. Exempt information will be redacted by the District, and the requester will be notified of the redaction or the redaction will be made plainly visible.

Upon request, copies of the public records of this District are available at cost as determined by the Records Commission. The District may require the requester to pay in advance all costs involved in providing the copy of the public record. A person who chooses to purchase a copy of a public record may also choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as costs for postage and supplies used in the mailing. The number of records requested by a person that the District will transmit by U.S. mail shall be limited to ten (10) per month, unless the person certifies, in writing to the District, that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" shall be narrowly defined and does not include reporting or gathering news, reporting or gathering information to assist citizen oversight or understanding of the operation or activities of the District, or non-profit educational research. (R.C. 149.43)

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties. Nothing in this policy shall be construed as preventing a Board member, in the performance of his/her official duties, from inspecting any record of this District.

This policy shall be reproduced and posted in a conspicuous place in the Board office/administration building and in all District buildings. This policy shall also be included in any employee manual or handbook. The District Records officer, any custodian of records and District administrators shall be provided a copy of this policy and shall acknowledge receipt.

policy

**BOARD OF EDUCATION
GARAWAY LOCAL SCHOOL DISTRICT**

**OPERATIONS
8310/page 3 of 3**

To ensure that the District complies with the requirements of Ohio's Public Records law, each Board member or his/her appropriate designee(s) shall attend training approved by the Ohio Attorney General as provided in R.C. 109.43 every term for which s/he is elected to public office. The Board may designate one (1) or more persons to attend public records training on its behalf. If so decided, the Board designates a designee every two (2) years. If a new Board member is appointed to office, the Board designates one (1) or more persons as the District designee or requires the newly appointed Board member to attend public records training.

A School District Records Commission shall be established consisting of the Board President, Treasurer, and Superintendent of Schools in accordance with the law to judge the advisability of destroying District records. Record retention schedules shall be updated regularly and posted prominently at locations readily available to the public. The commission shall meet at least once every twelve (12) months.

R.C. 9.01, 102.03(B), 149.011, 149.41, 149.43, 1347 et seq., 3313.26
R.C. 3315.07(B), 3319.32, 3319.321
20 U.S.C. 1232g

Revised 11/16/98
Revised 6/26/00
Revised 12/13/04
Revised 1/14/08