

Public Records Access Policy

Public records shall be made available to any person for inspection or copying during normal business hours and at the location where the requested public records are normally stored and maintained. For purposes of this Policy, the database maintained by the School which contains the names and dates of birth for each Governing Authority Member or staff member shall be considered a public record.

Upon the receipt of a public records request, either verbally or in writing, the rules and guidelines stated below shall be adhered to.

- A School representative or employee shall be present for the duration of the inspection.
- Public records shall not be removed from the office or other location where they are stored and maintained, unless removed by a Governing Authority Member, employee, or other representative in the course of business.
- With only one exception, as indicated immediately below, access to public records shall not be conditioned on the requesting party's willingness to disclose his identity/her or the purpose of the information requested, or to submit the public records request in writing. The School representative or employee may, however, make such a request, so long as he/she notifies the requesting party that such action or information is not mandatory.
- Student directory information shall not be used in any for-profit activity. The School representative or employee has the authority to question the requesting party regarding the proposed use of student directory information to the extent necessary to assure that the information will not be used in any for-profit activity, and to limit access to that information accordingly.
- Through request and payment of a fee, the requesting party may obtain copies of any public records. The fee shall only be out of pocket costs. The "per page" fee must be the same fee paid by the office. The School cannot charge for time for compiling records. The copying fee shall be established by a resolution of the Governing Authority.
- When making available any requested public records, the School representative or employee shall redact all personal information and personally identifiable information, and shall either alert the requesting party to the redactions or otherwise make the redactions obvious to the requesting party.
- If a public records request is overly broad or ambiguous or the School representative or employee cannot reasonably identify what records are requested or there are other reasons under the law that provide a basis for denial of a request or exclusions of certain records, the School representative or employee may deny request, in whole or in part, as appropriate. If the initial request was in writing, the denial must be in writing as well. The denial shall include the reason for denial. If, in addition to the aforementioned reasons for denial, there exists another legal basis for denial, the additional legal basis does not need to be identified in the denial in order to be preserved.

In order to ensure that this Public Records Access Policy is available and accessible to staff, students, and members of the community, the following guidelines shall be followed:

- copies of the Public Records Access Policy shall be re-printed in the Personnel Handbook as well as any other handbook or policy guide directed to School employees;
- a poster regarding the Public Records Access Policy shall be posted in an obvious location in each of the facility buildings and offices.

It is important that School employees and representatives are knowledgeable regarding this Public Records Access Policy as well as the accompanying state statutes. Accordingly, the Governing Authority, or any party designated on its behalf, shall attend any training required and offered free of charge by the Ohio Attorney General pursuant to R.C. 109.43.

Each and every School representative or employee who is in charge of public records shall receive a copy of this Public Records Access Policy, and shall sign a copy of Form **1741.1** acknowledging their receipt of this Policy.

Ohio: R.C. 149.43, R.C. 109.43.

Cross-Reference: Form 1741.1, Public Records Access Poster; Form 1741.2, Acknowledgement of Receipt of Public Records Access Policy.