

INSPECTION AND COPYING OF PUBLIC RECORDS

The Board of Education recognizes the importance of public records as the record of the acts of the School District and the repository of information about the District. Members of the public have the right to inspect and copy the records of the District, with certain exceptions.

The public records of the School District are defined by Section 149.43 of the Ohio Revised Code. In accordance with that Section, the Board shall make the public records of the District available for inspection and shall make copies of public records available at cost. The Treasurer, or his/her designee, will be the person responsible for the public records of the District.

In order to enable the School District to: (1) coordinate its duties under the Public Records Act with its other important and substantial legal duties; (2) assist in evaluating and managing responsiveness to public records requests; (3) facilitate the mailing of public records where specifically requested; (4) ensure compliance with pertinent laws (such as where personally identifiable student information is requested); (5) permit the District to contact persons making public records requests as to the status of their requests; and (6) ensure the safety and integrity of the records, the Board requests that persons wishing to inspect or receive copies of public records complete the attached form.

The School District will promptly prepare its public records and make them available for inspection at reasonable times, and make requested copies available within a reasonable period of time. Promptness and reasonableness depend on the nature and scope of the request. In those cases where the request is for well-defined public record there are clearly no legal issues pertaining to disclosure, and the safety and integrity of the records are not at issue, the public records can be made available for immediate inspection. No public records may be removed from the office in which it is maintained without authorization by the Treasurer.

A person may purchase copies of the public records of the School District. The payment of a fee equivalent to the actual cost involved in making the copies will be made prior to any cost being incurred by the District to satisfy a request.

A person may request that copies of public records be mailed. Prepayment of the cost of postage and other supplies used in that mailing (in addition to the actual costs of copying the public records) is required.

Please note that employees may be notified of public records requests.

PUBLIC RECORDS REQUEST

In order to facilitate the District's compliance with the public records request under O.R.C. § 149.43, please provide the following information:

1. Name _____ (optional)

2. Address _____ (optional)

3. Phone _____ (optional)

4. Please check:

_____ I would like to review the public records.

_____ I would like a copy of the public records.

_____ I would like the copies to be mailed to me at the above address.

_____ I will pick up the copies at the District's offices.

5. I wish to access the following record or records (please be as specific as possible):

Please indicate the directory information you request:

Student name	Student address	Dates of attendance	
Student phone number	Student D.O.B.	Date of graduation	S

Target Population: _____

6. The purpose of this request is: _____ (optional)

(Please note that directory information cannot be released if it is for use in a profit-making plan or activity.)

The undersigned declares as follows:

I have requested the above-described directory information.

I understand:

- I am not allowed to remove any records from the office where they are maintained without authorization from the Treasurer;
- District employees may be notified of this request;
- If I wish to have copies made of these records, I must prepay the actual costs of copying; and
- If I wish to have copies mailed to me, I must prepay the cost of postage and other supplies used in that mailing (in addition to the actual cost of copying).

I hereby declare that this directory information shall not be used for commercial purposes.

- O.R.C. §§ 149.43(A) and 3319.321(A) prohibit any public agency from providing access to lists of individuals requested for commercial purposes. Commercial purposes is defined in O.R.C. §§149.43(F)(2)(c).
- Disclosure of District lists of individuals to a third party for commercial purposes is prohibited.

(Signature of Person Making Request) (Date) (optional)

For internal use only

PRO Recommendation: Approve Disapprove Referred by: _____ Date: _____

Request is: Granted Rejected **Final Decision by:** _____ **Date:** _____