

***MANDATORY***

**PUBLIC RECORDS**

Members of the public have the right to inspect and copy the public records of this School. Upon request, the School will promptly prepare and make available within a reasonable period of time for inspection public records that are responsive to the request to any person at all reasonable times during regular business hours.

The public records of this School shall mean any record, as defined by Ohio's Public Records Law, which has been kept by the Board of Directors or its officials, except medical records, records pertaining to physical or psychiatric examination, Social Security numbers, adoption, probation and parole proceedings, infrastructure records, security records, trial preparation records, and records the release of which is prohibited by state or federal law.

Records may be inspected and/or copied during the regular business hours of the office in which such records are kept. Reasonable advance notice may be required when immediate inspection or copying will unduly burden the custodian of the records.

Upon request, copies of the public records of this School are available at cost as determined by the Superintendent. The School may require the requester to pay in advance the cost involved in providing the copy of the public record.

No public record may be removed from the office in which it is maintained.

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 School is unable to reasonably identify the records being requested, the School may deny the request for records. However, the School 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 School's duties.

If a request for records is ultimately denied in whole or in part, the School 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 School shall provide the explanation for denying the request in writing. Exempt information will be redacted by the School, and the requester will be notified of the redaction or the redaction will be made plainly visible.

If the information would benefit the requester by enhancing the School's ability to identify, locate, or deliver the records requested, the School may ask for the request to be in writing, may ask for the requester's identity, and inquire as to the intended use of the information requested, but may not require it. Before asking for the request to be in writing, the identity of the requester, or the intended use of the information, the School must disclose that the requester may decline to provide the information requested by the School.

The School will also have available a copy of its current records retention schedule at a location readily available to the public.

The custodian of records and other School personnel responsible for the inspection and/or copying of public records shall be provided a copy of this policy and shall acknowledge receipt.

This policy shall be reproduced in the form of a poster and posted in a conspicuous place in the Board office/administration building and in all School buildings. This policy shall also be included in any employee manual or handbook.

To ensure that the School complies with the requirements of Ohio's Public Records law, all Board members or their appropriate designees shall attend training approved by the Ohio Attorney General as provided in O.R.C. §109.43.

The School is not required to allow the requester to make copies of the public record.

#### Transmittal of Public Records by Mail

The Fiscal Officer or other custodian of public records shall transmit a copy of a public record by mail within a reasonable period of time after receiving the request, provided that the person making the request pays in advance the cost of postage and other supplies used in the mailing, or supplies the Fiscal Officer with a self-addressed envelope with sufficient postage affixed.

The number of records requested for transmittal by mail by any person shall be limited to ten per month, unless the person certifies in writing that he/she does not intend to use or forward the requested records or the information contained in them for commercial purposes. For purposes of this policy, "commercial" shall be narrowly construed and does not include the reporting or gathering of news, reporting or gathering of information to assist citizen oversight or understanding of the operation or activities of government, or nonprofit educational research.

LEGAL REFS: O.R.C. §149.43

Adopted: November 3, 2016