

Brunswick City School District

Policy 8310

PUBLIC'S RIGHT TO KNOW

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters as are properly discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the office of the Treasurer during the hours when the administration offices are open. **Electronic versions of the Official Minutes of Board of Education Meetings, Board of Education Policies, and the Treasurer's Financial Reports are also available on the District's website at www.bcsoh.org. These files are available to be downloaded or copied.**

A public record may contain information that is exempt from disclosure and may not be released by any employee of the District. Only that information deemed "directory information" may be released from an individual student's file and only after complying with the procedures prepared by the administration for the release of such information.

Each principal is authorized and expected to keep the school's community informed about the school's program and activities. The release of information of District wide interest is to be coordinated by the Superintendent.

The Board shall require either the Treasurer, the Superintendent, or his/her designee to attend three (3) hours of *Attorney General approved* public records training for every term of office or every four (4) years of service to the School District.

A copy of this policy must be posted in a prominent place in all School District buildings.

THIS PUBLIC NOTICE IS DISPLAYED PER HOUSE BILL 9. DO NOT REMOVE

Brunswick City School District

Policy 8310

INSPECTION OF PUBLIC RECORDS

The Board of Education shall ask for the public records request, to be put in writing, and shall ask for identity and motive, but only:

- A. after disclosing that such is not mandatory, and
- B. when such would benefit the requester by enhancing the ability for the District or personnel responsible to identify, locate, or deliver the public records sought by the requestor.

If a requester makes an ambiguous or overly broad request or otherwise has difficulty reasonably identifying the public records requested, the Board or the person responsible for the requested record may deny the request, but must give the requester the opportunity to revise the problematic request by informing the requester of the manner in which the records are maintained by the District office(s) and accessed in the ordinary course of the District's or individual's District duties.

Only District personnel may make copies of the records requested.

The request for Public Records does not mean that the Board or its employees will create special computer generated reports. This also means that the District will not aggregate, tabulate, or prepare data in a format different than its current state.

If the public record sought to be examined is the personnel file or payroll record of any person currently employed by this School District:

- A. a copy of the form completed by the person making the request to examine shall be sent to the employee involved, and the employee shall be notified of the date and time set for the examination;
- B. the time for the examination shall be fixed other than during the normal working hours of the employee involved;
- C. the employee involved shall have the right to be present during the examination.

A date and time shall be set by the Superintendent or designee, for the person making the request to conduct the examination, which shall be no earlier than seven (7) days from the date the request is filed with the Superintendent. If multiple records or records involving multiple employees are sought to be examined, the examinations may be set for multiple days and/or times, giving consideration to balancing the rights of the public to access to public records and the rights of the employees as provided by appropriate collective bargaining agreements and the administrative time involved in complying with the requests to examine public records.

The Superintendent or designee shall be physically present during the examination of any public record.

Cost of providing copies (including duplication costs, postage costs, or other costs of delivery or transmission) will be required to be paid in advance if the total cost will exceed \$5.00. Copies of public records shall be made available to any person who has examined that record, at a cost of ten cents (\$.10) per page. Cost of providing requested copies may be waived if cumulative charges are less than fifty cents (\$.50).

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