

ACCESS TO PUBLIC RECORDS

The New Hanover County Board of Education recognizes that parents/guardians, citizens, staff members, and community groups have keen interests in public school operations and the right to full and accurate information about district finances, policies, programs, and other activities.

Requests to inspect and receive information on the minutes, accounts, and other non-confidential records of the Board and district should be made to the Chief Communications Officer during regular business hours. The Board directs the Chief Communications Officer to provide reasonable assistance to individuals in finding, interpreting, and reproducing the information they seek.

Requests for reports and information on specific areas of instruction, operation, personnel, and student information shall be submitted in writing to the Chief Communications Officer. The Chief Communications Officer shall provide the report or information within three (3) business days or provide a written response stating the reason for denial or delay of the request.

Because expenses are involved in providing copies of such information, the Board reserves for the administration the right to charge appropriate fees to cover the costs of reproducing information.

Confidential records are not open to the public. Confidential records may include:

- Student records;
- Personnel records;
- Minutes of closed sessions (so long as public inspection would frustrate the purpose of the closed session);
- Records pertaining to such matters may be discussed in closed session; and
- Such other records as may be required to be kept confidential by law or as may be exempt from the North Carolina Public Records Law (NCGS Chapter 132).

LEGAL REFS: NCGS§ 132-1 et. seq.; 115C-402; 115C-319 through 321; 20 USC 1232g; 143-318.11

CROSS REFS: Policy 1310 Board of Education Meetings
Policy 1312 Board of Education Closed Sessions
Policy 1340 Board of Education Minutes
Policy 6340 Personnel File
Policy 8700 Student Cumulative Records

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