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**From:** Staton, Jennifer A  
**Sent:** Monday, May 4, 2020 9:27 AM  
**To:** kpemmel@daytonpublic.com  
**Cc:** Foster, James H  
**Subject:** RE: Personnel Records Request- A. Garrison

Ms. Emmel-

The documents the BCSD considers public are:  
- Hiring documents (Application, resume, cover letter)  
- Certification (if applicable)  
- Contracts/Intents

The BCSD does not consider "evaluations any and all discipline records contained in his/her personnel or separate file, including but not limited to any counseling letters, suspension letters and record of discipline hearings" public documents pursuant to S.C. Code Ann. 30-4-40(a)(2), (4) and (7). Your request is denied.

Jennifer Staton, MS, CSP  
Risk Manager  
Beaufort County School District  
843-322-2355 | Fax: 843-322-2389

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**From:** Katlyn Emmel <[kpemmel@daytonpublic.com](mailto:kpemmel@daytonpublic.com)>  
**Sent:** Wednesday, April 22, 2020 3:00 PM  
**To:** Deas, Reginald M <[Reginald.Deas@beaufort.k12.sc.us](mailto:Reginald.Deas@beaufort.k12.sc.us)>; Walton, Alice W <[Alice.Walton@beaufort.k12.sc.us](mailto:Alice.Walton@beaufort.k12.sc.us)>  
**Cc:** DPS Service Account HR Recruiting <[dpsrecruiting@daytonpublic.com](mailto:dpsrecruiting@daytonpublic.com)>  
**Subject:** Personnel Records Request- A. Garrison

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Human Resources Representative  
Beaufort School District

Date: April 22, 2020

This is a Public Records Request for records pertaining to your employee, Ashley Garrison

We are requesting all of his/her evaluations any and all discipline records contained in his/her personnel or separate file, including but not limited to any counseling letters, suspension letters and record of discipline hearings.

Please send all documents electronically to: [DPSRecruiting@daytonpublic.com](mailto:DPSRecruiting@daytonpublic.com)

Thank you,

Office of Human Resources, Recruiting Department  
Dayton Public Schools  
115 S. Ludlow St  
Dayton, OH 45402

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***Katlyn Emmel***

**Human Resources Analyst (Recruiting)**

115 S. Ludlow Street Dayton, Ohio 45402

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[kpemmell@daytonpublic.com](mailto:kpemmell@daytonpublic.com)

[www.dps.k12.oh.us](http://www.dps.k12.oh.us) | [www.dpstv.com](http://www.dpstv.com)



*The Office of Human Resources Vision Statement: To champion a professional work culture that attracts, retains, and engages talented, qualified people who embrace and fulfill the mission of Dayton Public Schools.*