



# ADDISON NORTHWEST

## SCHOOL DISTRICT PROCEDURE

### PROCEDURE

### Public Records Request PROCEDURES

#### **Rationale:**

These procedures are to provide guidance with public records requests in accordance with the provisions of 1 V.S.A. § 315-320 "Access to Public Records and Documents."

#### **Definitions:**

Business Day: The period of time the district offices are open to the public. This is generally Monday through Friday except legal holidays and administrative breaks. Standard operating hours are 8:00 a.m. to 4:30 p.m.

Public Agencies: Includes any agency, board, department, commission, committee, branch, instrumentality or authority of the state or any agency, board, committee, department, branch, instrumentality, commission or authority of any political subdivision of the state.

Public Information Officer (PIO): The person designated by the District charged with managing all information records/document requests.

Public Record/Document: All papers, documents, machine readable materials or any other written or recorded matters, regardless of their physical form or characteristics that are produced or acquired in the course of district business. Title 1, Chapter 5, Subchapter 3 may be referenced for decisions on what is public information and what is not.

Requesting Party: Any person who requests a copy of a District record or document.

#### **Procedure:**

1. A requesting party may submit a written public records request to the Addison Northwest School District. An acceptable written request includes: letters, emails, faxes, and any other form of written request that includes the name and valid reply address of the requester. This request shall provide the District with an adequate description of the materials requested.
2. If the request is made of any other member of the District shall direct the requesting party to make a written request to the District's Public Information Officer (PIO) and then immediately notify the PIO of such a request.
3. The public record request shall be produced to the requesting party within no more than three (3) business days of the receipt of the request, unless otherwise permitted by law:
  - a. If the information contains some exempt content, but otherwise is subject to

- disclosure, the District shall redact the information it considers to be exempt and provide an explanation of the basis for denial of the redacted information.
- b. If the PIO determines, in consultation with legal counsel, that the record/documentation or portions of the information is exempt from disclosure under Vermont or other applicable law, this will be certified in writing, stating the asserted statutory basis for denial and a brief statement of the reasons and supporting facts. This notification shall be made within three (3) business days of the request, unless otherwise allowed under law.
  - c. The PIO shall also notify the requesting party of the right to appeal to the Superintendent of Schools, within thirty (30) calendar days of the issuance of a denial. If a denial of access is appealed to the Superintendent of Schools the Superintendent shall decide on the appeal within five (5) business days of receipt of such appeal. If the denial is upheld, in whole or in part, the District, through the Superintendent or his/her designee, shall notify the requesting party of provisions for judicial review under Vermont law.
4. If a requesting party has a disability that requires an accommodation to gain equal access to the public record requested, the individual shall notify the PIO of the accommodation requested. The District shall provide consideration to the accommodation requested, but reserves the right to propose an alternative accommodation as long as it achieves equal access.
  5. If the District record or document is maintained in an electronic format, the record may be made available for copying in either standard electronic format or paper format, as specified by the requesting party. The District is not required to create a public record or document not currently in existence, or to convert paper public records to electronic format.
  6. While meeting the provisions of the law, the District shall make reasonable rules to prevent disruption of District business, preserve the security of the record/document, and to protect such records/documents from damage.
  7. Federal and state laws governing access to specific records, such as student educational records, may supersede these procedures and access to information.
  8. The PIO shall maintain copies of such public records requests and responses.

**POI Contact Information:**

<p><b>Elizabeth Jennings, Director of Finance and Operations PIO</b>          Addison Northwest School District          11 Main Street, Suite B100          Vergennes, VT 05491  <a href="mailto:ejennings@anwsd.org">ejennings@anwsd.org</a></p>	<p><b>Sheila Soule, Superintendent of Schools</b>          Addison Northwest School District          11 Main Street, Suite B100          Vergennes, VT 05491  <a href="mailto:ssoule@anwsd.org">ssoule@anwsd.org</a></p>
--	---

**PUBLIC INFORMATION REQUEST FORM**

Addison Northwest School District  
11 Main Street, Suite B100  
Vergennes, VT 05491

Please submit your request to the Public Information Officer (PIO):

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Requested Information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requested by:** \_\_\_\_\_

---

For Office Use Only:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Director of Finance (PIO)

cc: Superintendent of Schools

10/29/19