

Access to Public Records

The Superintendent shall designate the person responsible for public records release decisions and who will be referred to as the “records access officer”.

Requests for records shall be made in person and will be received between 8:00 A.M. and 5:00 P.M. on regular business days, and must identify, on forms provided by the School Corporation, the record for which disclosure is sought.

Fees for copies are as follows:

- 1) Pages that are not larger than 8 1/2” x 14” shall be \$.10 per page.
- 2) Pages that are larger than 8 1/2” x 14” shall be the actual cost of copying.
- 3) Existing computer printouts shall be the actual cost.
- 4) Initial printout from computer file shall be the actual cost of creating.
- 5) Any other record shall be the actual cost of copying.

Fees are payable before any record is duplicated and shall be paid by cash or money order payable to the School Corporation.

The records access officer shall have a reasonable time in which to respond.

With respect to records which are determined not to be available, the records access officer will certify upon the request form that the school corporation does not possess the record or that it could not be found after diligent search, and return one copy of the form to the requester.

Records may be inspected only at the office or location where they are regularly maintained.

The records access officer shall be guided first by the Indiana Access to Public Records Act and amendments, if any; second by state and federal law regarding privacy, confidentiality, and disclosure requirements of certain public records; and third, by this Board’s policy which excludes certain records from disclosure.

Whenever a request for disclosure is denied by the person designated as records access officer, the person making the request may appeal the decision to the Superintendent.

The School Corporation will not create or provide lists of names and addresses unless it is required to publish such lists and disseminate them pursuant to statute.

Request for Disclosure of Public Records

By filling out this form, you are helping us keep track of our records. Please print your answers.

Your name: _____

Date of Request: _____ Time of Request: _____

Please identify with reasonable particularity the record being requested.

This is a request for: _____ You to allow me to inspect the record.

_____ You to provide me with a copy of the record at \$.10 per page.
I understand that I must pay the copying fee before the record
will be copied.

Please state the reason you want to inspect the record or want a copy of the record. (Optional)

Thank you for your cooperation in completely filling out this form.

DO NOT WRITE BELOW THIS LINE; FOR OFFICE USE ONLY.

Date and Time Request Received: _____

Name of Person Receiving Request: _____

Disposition of Request: _____

Disposition Date and Time: _____

Exemption of Certain Records from Public Disclosure

The Indiana Access to Public Records Act allows this Board to exempt certain records from public disclosure (unless access to the records is specifically required by a state or federal statute or is ordered by a court under the rules of discovery).

Complying with the Indiana Access to Records Act the Board has exempted the following records from disclosure (unless access to the records is specifically required by state or federal statute or is ordered by a court under the rules of discovery):

- (1) Those declared confidential by state statute;
- (2) Those declared confidential by rule adopted by a public agency under specific authority to classify public records as confidential granted to the public agency by statute;
- (3) Those required to be kept confidential by federal law;
- (4) Records containing trade secrets, confidential commercial information, or confidential financial information;
- (5) Investigatory records of law enforcement agencies;
- (6) The work product of attorneys representing the school corporation, the board members, or any employee;
- (7) Test questions, scoring keys, and other examination data used in administering a licensing examination, examination for employment, or academic examination before the examination is given or if it is given or if it is to be given again;
- (8) Grade Transcripts and license examination scores obtained as part of a licensure process.
- (9) Records that contain intraagency or interagency advisory or deliberative material that are expressions of opinion or are of a speculative nature, and that are communicated for the purpose of decision-making;
- (10) Diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal;
- (11) Personal files of public employees, except for:
 - (a) the name, compensation, application for employment or appointment, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the agency;
 - (b) information relating to the status of any formal charges against the employee; and
 - (c) information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged;However, all personnel file information shall be made available to the affected employee or his representative;
- (12) Administrative or technical information that would jeopardize a record-keeping or security system;

- (13) Computer programs, computer codes, computer filing systems, and other software that are owned by the public agency or entrusted to it;
- (14) Records specifically prepared for discussion, or developed during discussion in an executive session under I.C. 5-14-1.5-6.1;
- (15) The identity of a donor of a gift made to a public agency if the donor requires non-disclosure of his identity as a condition of making the gift;
- (16) Library records which can be used to identify any library patron; and
- (17) Any other record which current or future legislation allows a public agency to exempt;
- (18) Social security numbers;
- (19) Information concerning research, including actual research documents, conducted under the auspices of a state educational institution;
- (20) School safety and security measures, plans, and systems, including emergency preparedness plans developed under Indiana Administrative Code.

Legal Reference: 5-14-3-4

Board Adopted: November 14, 1983
Revised: June 9, 2003; June 9, 2008

Access to Public Records Resolution

WHEREAS, the Indiana Access to Public Records Act takes affect January 1, 1984; and

WHEREAS, this Board desires a smooth implementation of the Indiana Access to Public Records Act and, in that regard, believes it desirable to make implementation plans before the effective date of said Act;

WHEREAS, this Board recognizes the need for local policy to ensure a smooth implementation of the Indiana Access to Public Records Act.

THEREFORE, BE IT RESOLVED THAT the Superintendent is hereby designated as the person responsible for public records release decisions and will be referred to as the "records access officer".

ADDITIONALLY, that requests shall be made in person and will be received between 8:00 A.M. and 5:00 P.M. on regular business days, and must identify, on forms provided by the School Corporation, the record for which disclosure is sought.

ADDITIONALLY, that the fees for copies are as follows:

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Fees are payable before any record is duplicated and shall be paid by cash or money order payable to the School Corporation.

ADDITIONALLY, that the records access officer shall have a reasonable time in which to respond.

ADDITIONALLY, that with respect to records which are determined not to be available, the records access officer will certify upon the request form that the school corporation does not possess the record or that it could not be found after diligent search, and return one copy of the form to the requester.

ADDITIONALLY, that records may be inspected only at the office or location where they are regularly maintained.

ADDITIONALLY, that the records access officer shall be guided first by the Indiana Access to Public Records Act and amendments, if any; second by state and federal law regarding privacy, confidentiality, and disclosure requirements of certain public records; and third, by this Board's resolution which excludes certain records from disclosure.

ADDITIONALLY, that whenever a request for disclosure is denied by the person responsible for release decisions, the person making the request may appeal the decision to the Superintendent.

ADDITIONALLY, that this School Corporation will not create or provide lists of names and addresses unless it is required to publish such lists and disseminate them pursuant to statute.

EFFECTIVE: Immediately upon passage; however, no request for disclosure under the Indiana Access to Public Records Act will be received until January 1, 1984.

ADOPTED by the Board of School Trustees of Lafayette School Corporation this 14th day of November, 1983.

6 Votes in Favor

0 Votes in Opposition

Board Adopted: November 14, 1983

Revised: June 9, 2003; June 9, 2008