

## INSPECTION AND COPYING OF PUBLIC RECORDS

The Board of Education recognizes the importance of public records as the record of the acts of the School District and the repository of information about the District. Members of the public have the right to inspect and copy the records of the District, with certain exceptions.

The public records of the School District are defined by Section 149.43 of the Ohio Revised Code. In accordance with that Section, the Board shall make the public records of the District available for inspection and shall make copies of public records available at cost. The Treasurer, or his/her designee, will be the person responsible for the public records of the District.

In order to enable the School District to: (1) coordinate its duties under the Public Records Act with its other important and substantial legal duties; (2) assist in evaluating and managing responsiveness to public records requests; (3) facilitate the mailing of public records where specifically requested; (4) ensure compliance with pertinent laws (such as where personally identifiable student information is requested); (5) permit the District to contact persons making public records requests as to the status of their requests; and (6) ensure the safety and integrity of the records, the Board requests that persons wishing to inspect or receive copies of public records complete the attached form.

The School District will promptly prepare its public records and make them available for inspection at reasonable times, and make requested copies available within a reasonable period of time. Promptness and reasonableness depend on the nature and scope of the request. In those cases where the request is for well-defined public record there are clearly no legal issues pertaining to disclosure, and the safety and integrity of the records are not at issue, the public records can be made available for immediate inspection. No public records may be removed from the office in which it is maintained without authorization by the Treasurer.

A person may purchase copies of the public records of the School District. The payment of a fee equivalent to the actual cost involved in making the copies will be made prior to any cost being incurred by the District to satisfy a request.

A person may request that copies of public records be mailed. Prepayment of the cost of postage and other supplies used in that mailing (in addition to the actual costs of copying the public records) is required.

**Please note that employees may be notified of public records requests.**

**PUBLIC RECORDS REQUEST**

*In order to facilitate the District's compliance with the public records request under O.R.C. § 149.43, please provide the following information:*

1. Name \_\_\_\_\_ (optional)

2. Address \_\_\_\_\_ (optional)

3. Phone \_\_\_\_\_ (optional)

4. Please check:

\_\_\_\_\_ I would like to review the public records.

\_\_\_\_\_ I would like a copy of the public records.

\_\_\_\_\_ I would like the copies to be mailed to me at the above address.

\_\_\_\_\_ I will pick up the copies at the District's offices.

5. I wish to access the following record or records (please be as specific as possible):

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

6. The purpose of this request is: \_\_\_\_\_ (optional)

(Please note that personally identifiable student information cannot be released if it is for use in a profit-making plan or activity. If your public records request includes such information, please read and sign the attached Acknowledgment.)

7. Other notes: \_\_\_\_\_

I understand: (i) I am not allowed to remove any records from the office where they are maintained without authorization from the Treasurer; (ii) District employees may be notified of this request; (iii) if I wish to have copies made of these records, I must prepay the actual costs of copying; and (iv) if I wish to have copies mailed to me, I must prepay the cost of postage and other supplies used in that mailing (in addition to the actual costs of copying).

\_\_\_\_\_  
(Signature of Person Making Request) (Date) (Time) (optional)

Received on behalf of the School District by \_\_\_\_\_.

\_\_\_\_\_  
(Signature – School District) (Date) (Time)

**RECEIPT/ACKNOWLEDGMENT FORM**

The undersigned hereby acknowledges that he/she has been given copies of and/or has been permitted to review the above public records, as requested.

\_\_\_\_\_  
(Signature) (Date) (Time) (optional)

**ACKNOWLEDGMENT**

Under R.C. §§ 149.43(A) and 3319.321(A), the District is prohibited from disclosing “personally identifiable information concerning students attending a public school to any person or group for use in a profit-making plan or activity.” This prohibition precludes the District from providing any record that would contain such personally identifiable information, including information that would otherwise constitute directory information. Because your records request seeks personally identifiable information, prior to providing records pursuant to your recent request, you must acknowledge that such records are not for use in a profit-making plan or activity.

I acknowledge and represent to the District that the records I have requested under R.C. §149.43, the Ohio Public Records Act, are not “for use in a profit-making plan or activity.”

\_\_\_\_\_  
Name of Requesting Party

\_\_\_\_\_  
Date