

Book	Policy Manual
Section	8000 Operations
Title	PUBLIC RECORDS
Code	po8310
Status	Active
Adopted	August 23, 1993
Last Revised	October 26, 2021

### 8310 - **PUBLIC RECORDS**

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available to residents of Michigan for inspection and reproduction pursuant to the Michigan Freedom of Information Act ("FOIA" or the "Act"). See MCL 15.231 et seq. Therefore, the Board establishes the following policy to implement FOIA. The Superintendent shall also establish administrative guidelines to ensure the District's proper compliance with FOIA and the intent of the policy set forth below. Together, this policy and those administrative guidelines shall be referred to as the "District's FOIA Procedures and Guidelines." The District shall not disclose the confidential address of a student or of an employee who has provided proper notice of a participation card issued by the department of the attorney general under the address confidentiality program act.

The District's FOIA Procedures and Guidelines, including this policy and the administrative guidelines, shall be publicly available on the District's website.

The public records of this District include any writing or other means of recording or retaining meaningful content prepared, owned, used, in the possession of, or retained by the District, its Board, officers, or employees, subject to certain exemptions according to FOIA or by State or Federal statute.

In accordance with FOIA, any person may make a written request for any public records of the District. If the request is granted, the person may inspect, copy, or receive copies of the public record requested. The District shall respond to such requests within five (5) working days after receipt unless otherwise agreed to in accordance with the Freedom of Information Act.

An individual may purchase paper copies or electronic versions (when available) of the District's public records upon payment of a fee. No original public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties. Neither the Board nor its employees shall permit the release of the social security number of an employee, student, or other individual except as authorized by law (see Policy 8350 and AG 8350).

The Board authorizes the Superintendent to provide, upon written request, enhanced i.e. immediate access to any public record which the District has stored in an electronic database and is not confidential or exempt from disclosure by State or Federal statute. Such a record may be provided by electronic means or a digital storage device providing the requestor has paid the fee established for such transmission.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

The Superintendent is authorized to dispose of correspondence on a daily basis including those transmitted by means of voice mail or E-mail, providing the message does not alter existing District records.

The Superintendent is responsible for transmission of data contained in the single record student database established by the Michigan Department of Education. Such transmission shall be in accordance with procedures established by Wayne RESA and the Center for Educational Performance and Information (CEPI).

