BARRE UNIFIED UNION SCHOOL DISTRICT
PROCEDURE:
RECORDS AND DOCUMENTS REQUEST

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 7:30 a.m. to 4:00 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. The current PIO will be indicated in the contact information within this procedure.

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 Barre Unified Union School District. An acceptable written request includes: letters, emails, and any other form of written request that includes a valid reply address. This request shall provide the District with an adequate description of the materials requested.

2. Any other member of the District shall direct the requesting party to make the 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. 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.

c. 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. Under the Vermont Public Records Act, the District is authorized under some circumstances to charge and collect from the requesting party the actual cost of providing the copy, the cost of staff time associated with complying with the records/document request, and the costs associated with mailing or transmitting the record. A fee schedule will be established by the Board (see attachment "A").

6. 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.

7. 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.

8. Federal and state laws governing access to specific records, such as student educational records, may supersede these procedures and access to information.

9. The PIO shall maintain copies of such public records requests and responses.

Contact Information:

Public Information Officer (PIO)
Laura Potter, Communications & Hiring Coordinator
Barre Unified Union School District
120 Ayers Street
Barre, VT 05641
Phone: (802) 479-5011 x1039
Fax: (802) 419-3500
Email: lpottbsu@buusd.org

Emilie Knisley, Superintendent
Barre Unified Union School District
120 Ayers Street
Barre, VT 05641
Phone: (802) 476-5011 x1015
Fax: (802) 419-3500
Email: eknisbsu@buusd.org

Attachment A

Barre Unified Union School District
Public Records/Documents Request Fee Schedule

The fees established for copying public records/documents, as allowable under 1 V.S.A. § 316, "Access to Public Records and Documents" are as follows:

Labor Charges:	
Staff time involved in physically duplicating a record	hourly rate after the first 30 minutes
Senior level staff time, IT time for extracting data from databases or performing similar tasks, or create a new public record	hourly rate after the first 30 minutes
Any other staff time for which cost can be charged and collected under this section	$0.45 per minute
Photocopy Charges:	
Photocopies, single-side pages up to 8.5 x 14"	$.05 per single-side page
Photocopies, double-side pages up to 8.5 x 14"	$.09 per double-side page
Photocopies, color pages up to 8.5 x 14"	$1.00 per single-side page
Computer generated paper copies up to 8.5 x 14"	$.02 per single-side page
For Audio Tapes, Video Tapes, DVDs or CDs	Actual cost and IT time

PUBLIC INFORMATION REQUEST FORM
Barre Unified Union School District
120 Ayers Street
Barre, VT 05641

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

Name: _____

Organization: _____

Address: _____

Email Address:_____

Phone No.: _____

Date: _____

Requested Information:

_____

_____

_____

_____

Requested by: _____
(Print)

Requested by: _____
(Signature)

For Office Use Only:

Date: _____ Signature:_____
Communications & Hiring Coordinator (PIO)

cc: Superintendent of Schools