

Gallipolis City School District

Public Records Policy

Adopted by the Board of Education on June 19, 2013

- ◆ All public records are open for inspection during regular hours.
- ◆ All records responsive to a request are made available within a reasonable period of time.
- ◆ A requester will be made aware of any information that is exempt from disclosure requirements and/or redactions will be made in a plainly visible manner.
- ◆ The District may ask the requester's identity and reason the information is sought be in writing.
- ◆ The District may ask that the request be put in writing.
- ◆ A requester may ask to have the record duplicated on paper, on the same medium on which the record is kept, or on any other medium the Superintendent determines reasonable.
- ◆ If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed and allows the requester to revise the request.
- ◆ **Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" generally are exempt from disclosure.**
- ◆ Information will be transmitted by mail or by any other reasonably available means of delivery requested.
- ◆ A fee will be charged for copies and/or delivery. The District may require the fee to be paid in advance.
- ◆ A copy of the District's records retention schedule, which is maintained in the Treasurer's Office, is readily available to the public.