

**Public Records Policies**

1740

### **Public Records Access Policy**

Public records shall be made available to any person for inspection or copying during normal business hours and at the location where the requested public records are normally stored and maintained. For purposes of this Policy, the database maintained by the School which contains the names and dates of birth for each Governing Authority Member or staff member shall be considered a public record.

Upon the receipt of a public records request, either verbally or in writing, the rules and guidelines stated below shall be adhered to.

- A School representative or employee shall be present for the duration of the inspection.
- Public records shall not be removed from the office or other location where they are stored and maintained, unless removed by a Governing Authority Member, employee, or other representative in the course of business.
- With only one exception, as indicated immediately below, access to public records shall not be conditioned on the requesting party's willingness to disclose his identity/her or the purpose of the information requested, or to submit the public records request in writing. The School representative or employee may, however, make such a request, so long as he/she notifies the requesting party that such action or information is not mandatory.
- Student directory information shall not be used in any for-profit activity. The School representative or employee has the authority to question the requesting party regarding the proposed use of student directory information to the extent necessary to assure that the information will not be used in any for-profit activity, and to limit access to that information accordingly.
- Through request and payment of a fee, the requesting party may obtain copies of any public records. The fee shall only be out of pocket costs. The "per page" fee must be the same fee paid by the office. The School cannot charge for time for compiling records. The copying fee shall be established by a resolution of the Governing Authority.
- When making available any requested public records, the School representative or employee shall redact all personal information and personally identifiable information and shall either alert the requesting party to the redactions or otherwise make the redactions obvious to the requesting party.
- If a public records request is overly broad or ambiguous or the School representative or employee cannot reasonably identify what records are requested or there are other reasons under the law that provide a basis for denial of a request or exclusions of certain records, the School representative or employee may deny request, in whole or in part, as appropriate. If the initial request was in writing, the denial must be in writing as well. The denial shall include the reason for denial. If, in addition to the aforementioned reasons for denial, there exists another legal basis for denial, the additional legal basis does not need to be identified in the denial in order to be preserved.

In order to ensure that this Public Records Access Policy is available and accessible to staff, students, and members of the community, the following guidelines shall be followed:

- copies of the Public Records Access Policy shall be re-printed in the Personnel Handbook as well as any other handbook or policy guide directed to School employees;
- a poster regarding the Public Records Access Policy shall be posted in an obvious location in each of the facility buildings and offices.

### Minors Involved in School Vehicle Accidents

The name, address, contact information and other personal information of a minor shall be exempt from the Public Records Law, if it is included in the record of a school vehicle traffic accident and the minor was in the vehicle at the time of the accident.

If the parent or guardian of a minor who was an occupant of a school vehicle involved in a traffic accident requests a copy of a record of the accident that contains the minor's personal information, then the School must respond to the request, so long as the request is submitted in writing and identifies the minor and the recipient of the record. The personal information of any other minor who may have been an occupant of the school vehicle involved in the accident must be redacted before the record is provided to the requestor.

It is important that School employees and representatives are knowledgeable regarding this Public Records Access Policy as well as the accompanying state statutes.

Each and every School representative or employee who is in charge of public records shall receive a copy of this Public Records Access Policy and shall sign a copy of Form No. **1741.1** acknowledging their receipt of this Policy.

*Ohio:* R.C. 149.43, R.C. 109.43.

*Cross-Reference:* Form No. **1741.1**, Public Records Access Poster; Form No. **1741.2**, Acknowledgement of Receipt of Public Records Access Policy.

**Public Record Access Poster**

In accordance with section 149.43 of the Ohio Revised Code, all public records are made available for inspection and/or copying during normal business hours at the office in which they are stored and maintained. The following rules apply to any request.

- Any individual wishing to inspect or obtain copies of public records must submit a request for public records. Such a request may be either verbal or in writing. It is suggested, however, that the request be made in writing, as this may facilitate the identification and location of the requested record(s).
- It is not necessary for any person to disclose his or her identity when making a public request.
- Student directory information may not be used as part of any for-profit activity.
- A fee of \_\_\_\_cents per page must be paid by the requesting party prior to receiving any requested copies.
- If a public records request is overly broad or ambiguous or the School representative or employee cannot reasonably identify what records are requested or there are other reasons under the law that provide a basis for denial of a request or exclusions of certain records, the School representative or employee may deny request, in whole or in part, as appropriate. The denial shall include the reason for denial. The denial must be in writing only when the original request was in writing.

*\*\*Note: This poster provides a brief summary of the Policies contained in the Public Records Access Policy. If there is any discrepancy or conflict between the information presented in this poster and the information contained in the Policy, the information contained in the Public Records Access Policy shall prevail.*

**Acknowledgment of Receipt of Public Records Access Policy**

I hereby acknowledge that I have received a copy of the Public Record Access Policy. I understand that, as an employee or representative in charge of public records, I am legally obligated to adhere to the rules and guidelines included therein.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Employee

**Internet Public Record Redaction Policy**

The School shall redact, encrypt, or truncate any individual's social security number that appears on any public record that is available via the Internet. If the School realizes that a social security number which was mistakenly not redacted, encrypted, or truncated, the School shall take action to redact, encrypt, or truncate the social security within a reasonable time period.

“Available on the internet” is defined to exclude documents that, while technically available on the internet, can only be accessed with a password.

Any member of the public whose personal information appears on any document available on the internet may request that such personal information be redacted. Personal information includes social security number, federal tax identification number, driver's license number or state identification number, individual checking account number, savings account number, or credit card number. A request for redaction must be submitted in writing, on a form adopted by the Ohio Attorney General and included herein as Form No. **1742.1**. The School shall redact all personal information as requested within five (5) days of receipt of the request. If the School determines that it is impractical to redact the requested information, the School shall attempt to contact the requesting party within five (5) days of receipt of the request and explain why the request is impractical.

*Ohio:* R.C. 149.45.

*Cross Reference:* Policy No. **1741**, Public Records Access Policy; Policy No. **1743**, Retention, Management, and Disposal of Records; Policy No. **3833**, Tracking Missing Children; Policy No. **3831**, Student Records and Release of Information; Policy No. **5810**, Personnel Records File; Form No. **1742.1**, Request to Redact Personal Information.

**Request to Redact Personal Information**

Adopted from the Ohio Department of Education: Request to Redact Personal Information

<https://education.ohio.gov/getattachment/Miscellaneous/Privacy/Request to Redact Personal Information.pdf.aspx>

*Under paragraph 149.45(C)(1) of the Ohio Revised Code, an individual may request that a public office or a person responsible for a public office’s public records redact specified types of personal information of that individual from any record made available to the general public on the internet. An individual who makes a request for redaction “shall...provide any information that identifies the location of that personal information within a document that contains that personal information.” O.R.C. 149.45(C)(1) If redaction is not practicable, the public officer or person responsible for the public office’s public records shall verbally or in writing within five business days after receiving the written request explain to the individual why the redaction is impracticable. O.R.C. 149.45 (C) (3)*

I, \_\_\_\_\_, request that the Office of \_\_\_\_\_,  
(Print full name)

redact the following items of personal information from being made available to the public on the Internet:

***(Please check all that apply)***

- Social security number
- Checking account number
- Tax identification number
- Savings account number
- Driver’s license number
- Credit card number
- State identification number as issued by the Ohio Bureau of Motor Vehicles

***For each item of personal information checked above, please identify the location of that information within any record made available by this office to the public on the internet:***

Document Title and Description:
Specific Web Address (URL):
Location of Information Within Document:

(Use the back of this form to identify additional locations of personal information items.)

Signature of Requester: \_\_\_\_\_

The public office may need to contact you:

- 1) To request additional information to locate your specific personal information to be redacted or to identify the appropriate public office responsible for redacting your personal information.
- 2) To provide you with an explanation within five (5) business days after receiving your written request, if a requested redaction is impracticable.

Please provide contact information below, or indicate that you will contact this office, to receive any explanation. This form is a public record, and the information you provide may be released in response to a public records request.

Address: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

\_\_\_ I do not wish to provide contact information. I will contact the office for any explanation.

Date Request Received \_\_\_\_/\_\_\_\_/\_\_\_\_ (To be completed by the public office)

Document Title and Description:
Specific Web Address (URL):
Location of Information Within Document:

Document Title and Description:
Specific Web Address (URL):
Location of Information Within Document:

Document Title and Description:
Specific Web Address (URL):
Location of Information Within Document:

Document Title and Description:
Specific Web Address (URL):
Location of Information Within Document:

Document Title and Description:
Specific Web Address (URL):
Location of Information Within Document:

Document Title and Description:
Specific Web Address (URL):
Location of Information Within Document: