

Wayne Trace Local School Public Records Policy

Mission Statement:

Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is our mission and intent to at all times fully comply with and abide by both the spirit and the letter of Ohio's Public Records and Open Meetings Acts.

PUBLIC RECORDS POLICY

Section 1. Public Records

The Board of Education, in accordance with the Ohio Revised Code, defines public records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the Board. There are a number of exemptions to the definition of “public records” within state and federal law, including but not limited to the specific exemptions within the Public Records Act itself.

Section 2. Record Requests

Section 2.1

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian will inform the requester of the manner in which records are maintained and accessed in the ordinary course of business and allow the requester to revise the request.

Section 2.2

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. However, the District may require the requester's identity and intended use of student directory information to determine whether the requester intends to use such information in a profit-making plan or activity.

Section 2.3

Public records are to be available for inspection during regular business hours. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. “Prompt” and “reasonable” take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Section 2.4

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

Section 3. Costs for Public Records

Those seeking a paper copy of public record will be charged only the actual cost of making copies.

Section 3.1 The charge for paper copies will be the current cost of copies at the time of the request.

Section 3.2 The charge for downloaded computer files to a compact disc is \$1 per disc.

Section 3.3 There is not a charge for documents e-mailed.

Section 3.4 Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies, and can be required to pay that amount in advance.

Section 4. Training

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.

Business Hours

All Public Records request can be made through the Central Office during regular business hours. The Central Office is available Monday – Friday 8:00 a.m. to 4:00 p.m.