

6.13 – PUBLIC’S RIGHT TO KNOW

The Board of Education delegates to the Superintendent or his designee the responsibility of being the custodian of all records, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by the schools. These procedures shall be followed for the release of such records:

1. All requests for public information are to be forwarded to the Superintendent immediately upon receipt. The Superintendent shall thereupon make a determination whether or not the information requested is public in nature.
2. If the Superintendent finds the information to be public in nature, he shall direct that it be released for reproduction on the premises. The party requesting the information shall be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information. If the information is in active use or otherwise unavailable, the party requesting the information shall be notified immediately upon it becoming available.
3. If the Superintendent is unable to ascertain whether or not the information requested is public in nature, he shall request, on behalf of the Board, an opinion from the Board’s Attorney concerning the nature of the information. The Superintendent shall notify the person requesting such information that an opinion is to be requested of the Board’s Attorney and shall notify such person immediately upon receipt of an answer.

Date Adopted: April 17, 2007

Last Revised: