

325.1 Public Records

Public records are recorded accounts or information that are kept by the School for the conduct of School business and instruction. Any person may inspect the public records of the School during regular business hours of the office in which such records are kept, provided adequate advance notice is given to the custodian of the records. An Employee or representative will be present during the inspection of the records. A person may purchase copies of the School's public records upon payment of a fee, which is equal to the exact cost of making the copies. The School's public records may not be removed from the School except by an Employee who is authorized to do so.

Requests for Public Records received by Staff should be immediately given to the Superintendent for delivery to the Board or the Board's attorney.

R.C. 149.43.

See also Policy 147 Public Records Policy and Policy 147.1 Records Retention and Disposal Policy.