

TRI-TOWNSHIP CONSOLIDATED SCHOOL CORPORATION

POLICY

REGARDING

ACCESS TO PUBLIC RECORDS

The Superintendent, or his/her designee, shall be the “records access officer” and he/she shall assume responsibility for public records release decisions. All requests for access to public records shall be made in person and received between 8:00 a.m. and 3:30 p.m. on regular business days. Requests must identify the record for which disclosure is sought. Records may be inspected only at the office or location where they are regularly maintained. Fees for copies shall be as established by the Superintendent, but may not be greater than required by law. Fees are payable before any record is duplicated, and may be paid by cash or money order payable to the Tri-Township Consolidated School Corporation. With respect to records that are determined to be not available, the “record access officer” will certify upon the request form that the corporation does not possess the record or that it could not be found after diligent search, and return one copy of the form to the requestor. The “records access officer” shall be guided first by the Indiana Access to Public Records Act and amendments, if any; second by the state and federal law regarding privacy, confidentiality, and disclosure requirements of certain public records, and third, by this Board’s policy which excludes certain records from disclosure. The corporation will not create or provide lists of names and addresses unless it is required to publish such lists and disseminate them pursuant to statute.

RECORDS EXEMPT FROM PUBLIC DISCLOSURE

The following records, and/or items, shall be exempt from public disclosure (unless access to such is specifically required by a state or federal statute or is ordered by a court under the rules of discovery).

1. Records declared confidential by state statute.
2. Records required to be kept confidential by federal law.
3. Records containing trade secrets or confidential financial information.
4. Investigatory records of law enforcement agencies.
5. The work product of attorneys representing the Corporation, the Board members, or any employee.
6. Test questions, scoring keys, and other examination data used in administering a licensing examination, examination for employment, or academic examination before the examination is given or if it is to be given again, either by the Corporation or by any other school corporation.
7. Scores of tests or license examinations if the person is identified by name and has not consented to the release of his/her scores.

8. Records that contain intra-agency or interagency advisory or deliberative materials that are expressions of opinion or are of a speculative nature, and that are communicated for the purpose of decision-making.
9. Diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal.
10. Personnel files of school employees and files of applicants for employment, except for:
 - a. the name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former employees of the School Corporation;
 - b. information relating to the status of any formal written complaint or charge made against the employee; and
 - c. the factual basis for a disciplinary action in which final action has been taken and that resulted in the employee being suspended, demoted, or discharged.However, all personnel file information shall be made available to the affected employee or his/her representative.
11. Administration or technical information that would jeopardize the Corporation's record-keeping or security system.
12. Computer programs, computer codes, computer filing systems, and other software that are owned by the Corporation or entrusted to it.
13. Records specifically prepared for discussion or development during discussion in and executive session under IC 5-14-1.5-6.1.
14. The identity of a donor of a gift made to the corporation if the donor or his/her family requires nondisclosure of his/her identity as a condition of making the gift.
15. Library records which can be used to identify any library patron.
16. School safety and security measures, plans, and systems, including the school emergency preparedness plan.

Adopted by the Tri-Township Consolidated School Corporation School Board this 8th day of April, 2013.

Reviewed and approved on April 21, 2016