

Public Access to School Corporation Records

Section 1. Designation of Person Responsible for Public Records Release Decisions. The General Counsel is designated as the person responsible for records release decisions related to public requests to inspect, copy, or otherwise access East Allen County Schools' records under the Indiana access to public records laws.

Section 2. Procedures for Processing Records Access Requests.

1. Written requests and facsimile requests for records release shall be forwarded to the General Counsel for response within the seven (7) day response period established by Indiana's access to public records laws.
2. Oral requests (either in person or by telephone) for records release made to an employee, other than the General Counsel, shall be forwarded to the General Counsel for response within the twenty-four (24) hours response period established by Indiana's access to public records laws. In the event of an oral request, the requester shall be told that a "response" will be made within twenty-four (24) hours, but should also be informed that this pledge of a "response" within twenty-four (24) hours does not necessarily mean that records will be produced within twenty-four (24) hours of the request.
3. The General Counsel shall determine whether the records requested are disclosable or non-disclosable and shall further determine a reasonable time frame for the delivery of the requested records.
4. The General Counsel shall be responsible for preparing a written response to any request for access to public records under Indiana's access to public records laws.

Section 3. Records Exempt from Public Disclosure. The following records shall be exempt from public disclosure (unless access to the records is specifically required by state or federal statute or is ordered by a court under the rules of discovery):

1. Records declared confidential by state statute.

2. Records declared confidential by rule adopted by East Allen County Schools under specific authority to classify public records as confidential granted to East Allen County Schools by statute.
3. Records required to be kept confidential by federal law.
4. Records containing trade secrets, confidential commercial information, or confidential financial information.
5. Investigatory records of law enforcement agencies.
6. The work product of attorneys representing East Allen County Schools, the Board members, or any East Allen County Schools employee.
7. 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 East Allen County Schools or any other school corporation.
8. Scores of tests or license examinations if the person is identified by name and has not consented to the release of the person's scores.
9. Records that are intra-agency or inter-agency advisory or deliberative material, including material developed by a private contractor under a contract with East Allen County Schools, that are expressions of opinion or are of a speculative nature, and that are communicated for the purpose of decision-making.
10. Diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal.
11. Personnel files of East Allen County Schools' employees and files of all applicants for employment with East Allen County Schools, 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 East Allen County Schools.
 - B. Information relating to the status of any formal charges against the employee.

- C. The factual basis for a disciplinary action in which final action has been taken and that resulted in the employee being disciplined or discharged.

However, all personnel file information shall be made available to the affected employee or his representative.

12. Administrative or technical information that would jeopardize a record keeping or security system.
13. Computer programs, computer codes, computer filing systems, and other software that are owned by East Allen County Schools or entrusted to it.
14. Records specifically prepared for discussion, or developed during discussion in an executive session under IC 5-14-1.5-6.1. However, this exemption will not be used as a basis for denying access to those portions of personnel files that must, by law, be available for inspection and copying by the public.
15. The identity of a donor of a gift made to East Allen County Schools if the donor requires nondisclosure of his identity as a condition of making the gift; or, after the gift is made, the donor or a member of the donor's family requests non-disclosure.
16. Library records which can be used to identify any library patron.
17. School safety and security measures, plans, and systems, including emergency preparedness plans developed under 511 IAC 6.1-2-2.5.

Section 4. Inspection of Records. Records authorized by the General Counsel for disclosure may be inspected at the Central Administration Office, during the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, with the exception of the days the Central Office is closed for holidays or recesses. Records may be inspected only under supervision. No public record may be removed from the office in which it is maintained in response to a records access request unless authorized by the General Counsel.

Section 5. Fees for Copies. Upon written request, copies of records deemed subject to disclosure will be made. A copy fee of ten cents (\$0.10) per page will be made for all records requests exceeding twenty-five (25) pages. Special charges may be made for records existing on media other than print media. Copying costs shall be paid in advance of any duplication.

Section 6. Lists of Names and Addresses. East Allen County Schools will not create or provide lists of names or addresses of students or employees unless it is required to publish such lists and disseminate them pursuant to statute.

Section 7. Appeal to the Board. Whenever a request for disclosure is denied by the General Counsel under this Policy, the person making the request may appeal the decision to the Board.