

REQUEST FOR ACCESS TO PUBLIC RECORDS
MICHIGAN CITY AREA SCHOOLS

Form # 193
rev. 3/06

Requests for access to public records will be received between 8:00 a.m. - 12:00 Noon and 1:00 p.m. - 4:00 p.m. on regular business days. A response to a request for access to a public record will be given within 24 hours from receipt of a request; however, whenever a request is received on a Friday or on a day preceding a legal holiday, the person responsible for release decisions shall have until the same hour on the next business day in which to respond to such request.

If the request is for a copy of the public records as well as for inspection, the cost per photocopy is 10 cents per page payable in advance.

Records may only be inspected at the office or location where they are regularly maintained and the Michigan City Area Schools will not create or provide lists of names and addresses unless it is requested to publish such lists and disseminate them pursuant to a specific statute. The Michigan City Area Schools will not provide a special format nor generate original information to respond to a request except as might be necessary to remove confidential information from otherwise disclosable information.

Whenever a request for disclosure is denied, an appeal may be taken to the Superintendent of any such denial decision. Should the request for disclosure be also denied by the Superintendent, a further and final appeal may be made to the Board of School Trustees.

The Michigan City Area Schools has by policy exempted the following records from public disclosure.

- (1) Those declared confidential by statute;
(2) Those declared confidential by rule adopted by a public agency under specific authority to classify public records as confidential granted to the public agency by statute;
(3) Those records required to be kept confidential by federal law;
(4) Records containing confidential financial information; obtained upon request from a person; not otherwise filed with or received by a public agency pursuant to state statute;
(5) Investigatory records of law enforcement agencies;
(6) The work product of any attorney or attorneys representing the school corporation, the board members or any 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;
(8) Scores of tests or license examination if the person is identified by name and has not consented to the release of his/her scores;
(9) Records that contain intraagency or interagency advisory or deliberative material 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 public employees, except for:
(a) the name, compensation, application for employment or appointment, 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 officers or employees of the agency;
(b) information relating to the status of any formal charges against the employee; and
(c) information concerning disciplinary actions 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/her 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 the public agency or are entrusted to it;
(14) Records specifically prepared for discussion, or developed during discussion in an executive session under IC 5-14-1.5-6;
(15) The identity of a donor of a gift made to a public agency if the donor requires nondisclosure of his/her identity as a condition of making the gift;
(16) Library records which can be used to identify any library patron; and
(17) Any other record which current or future legislation allows a public agency to exempt. Further action by the Board is unnecessary.

Name _____ Address _____

City _____ State _____ Zip _____ Phone () _____

Date of Request _____ Time of Request _____ [] a.m. [] p.m.

Please identify with reasonable particularity the record(s) requested _____

This request is for: [] Inspection Only [] Copy of the Record at 10¢ per page (FEE IS APPLICABLE IN ADVANCE - RECORD WILL NOT BE COPIED BEFORE FEE HAS BEEN PAID)

FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

Date and time request received _____ Name of person receiving request _____

Disposition of request:

[] Granted [] Denied. Reason for denial: Exempt record under exception _____ to board policy

Record requested does not exist

Record not sufficiently identified to be able to locate

Other: _____

____ photocopies @ 10¢ per page = \$ _____
Disposition date and time _____
Signature _____
Decision Maker