

Procedure and Timeline Records Request

Once a records request is received, the request should be stamped with received date and delivered immediately to the Director of Schools or designee for processing.

The Director of Schools or designee shall determine validity of the request by insuring completion of the records request form and residency of the individual or entity making the request. (1.407 Exhibit B)

Once the validity of the request has been determined, the Director of Schools or designee shall determine whether the request is lawful (i.e., that it does not involve protected information such as student records). The board attorney should be consulted regarding any question regarding legality.

If the request is valid and legal, the Director of Schools or designee shall determine the time necessary to assemble requested records. Should a charge be necessary due to the size or complexity of the request, this information should be conveyed to the requestor. Any additional time necessary to fulfill the request should be also assessed and communicated at this time. **The Director of Schools or designee shall respond to the request within seven (7) business days to advise the requestor of the status of their request in accordance with State law.** (1.407 Exhibits A & C)

Once records have been assembled, the Director of Schools or designee must review the records and redact any personal information that is protected and not subject to the open records law.

When records have been assembled and redacted, the requestor and Director of Schools or designee shall sign off on completion. A copy of the records and the completed request should be kept as a record of fulfillment of the request and a copy of the records and the completed request should be provided to the requestor. (1.407 Exhibit B)