

8310 - PUBLIC RECORDS

The Board of School Trustees recognizes its responsibility to maintain the public records of this Corporation and to make such records available to residents of Indiana for inspection and reproduction.

The public records of this Corporation include any record that has been required by law to be made, maintained, or kept on file by this Board or its officials, but does not include certain records described under I.C. 5-14-3-4, including the disclosure or use of any list of Corporation employees for commercial purposes nor any record or part of a record the public disclosure of which would have a reasonable likelihood of threatening public safety by exposing a vulnerability to terrorist attack.

A social security number contained in the records of the school corporation (student or employee) may not be disclosed or released by the school corporation unless the record is specifically required by State or a Federal statute or is ordered by a court under the rules of discovery.

Any resident of the State may inspect and copy by hand the public records of this Corporation during the regular business hours of the office in which such records are maintained, provided that advance notice of such intended inspection has been given the custodian of the records not less than one (1) working day before the inspection. The Superintendent is authorized to grant or refuse access to the records of this Corporation in accordance with the intent of this policy.

A resident may purchase copies of the Corporation's public records upon payment of a fee of ten cents (\$.10) per printed/copied page. No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Zionsville Community Schools will implement practices that are outlined in House Enrolled Act 1360 (HEA 1360 July 1, 2026) when processing requests. These procedural practices will include the following.

- Require all requestors to complete an online form request. The form will include questions that verify the validity of the request, check for Indiana residency, and screen source information.
- Zionsville Community Schools will also prioritize Indiana resident requests and civic, journalistic, academic, and personal use requests over out of state requests.
- ZCS will also deny requests that appear to be phishing, data scraping, or a request that could compromise Zionsville Community Schools' electronic system or data systems.
- ZCS will deny requests that are duplicative of the litigation discovery process.
- ZCS will compile and submit an annual report to the Office of the Public Access Counselor (OPAC) each June.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this Corporation, except student records and certain portions of personnel records.

Legal

I.C. 5-14-3