

Access to Public Records **PUBLIC RECORDS – DESIGNEE AND COPY FEES**

~~The Superintendent shall designate the person responsible for public records release decisions and who will be referred to as the “records access officer”.~~ **The Superintendent, or designee, shall be the records access officer and shall be responsible for public records requests decisions.**

Requests for **access to public** records shall be made in person and will be received between 8:00 A.M. and ~~5~~**4:00** P.M. on regular business days, and must identify, on forms provided by the School Corporation, **or in email messages.** **Requests must identify with care** the record for which disclosure is sought. **Records may be inspected only at the office or location where they are regularly maintained.**

The records access officer may decline to respond to a request if one or more of the following apply:

- 1. Suspects the request to be data scraping or phishing activity.**
- 2. Suspects responding electronically may expose the corporation’s systems or data to unauthorized access or alteration or jeopardize the security of such systems and data.**

~~Fees for copies are as follows:~~

- ~~1) Pages that are not larger than 8 1/2” x 14” shall be \$.10 per page.~~
- ~~2) Pages that are larger than 8 1/2” x 14” shall be the actual cost of copying.~~
- ~~3) Existing computer printouts shall be the actual cost.~~
- ~~4) Initial printout from the computer file shall be the actual cost of creating.~~
- ~~5) Any other record shall be the actual cost of copying.~~

~~Fees are payable before any record is duplicated and shall be paid by cash or money order payable to the School Corporation.~~

~~The records access officer shall have a reasonable time in which to respond.~~

The records access officer shall report to the Public Access Counselor the content of the request and the reasons for declining the request within seven days of receiving the request.

The records access officer may deny a request for a record if the requesting person is a party to litigation and the record has been requested through discovery in the litigation proceedings.

Fees for copies will be the actual cost of copying the records requested or ten cents per page for black and white copies, whichever is greater. If color copies are requested, the cost for copying will be the actual cost or twenty-five cents per page, whichever is greater. Actual cost means the cost of paper and the per-page cost for the use of copying equipment.

Fees for a search for a requested record that is electronically stored will be assessed on an hourly basis for the actual search time in excess of five hours. Partial hours will be prorated. The search fee will be determined at the time the search for the record is completed. The search fee does not include the computer processing time to copy the record, but it includes the actual time it takes the school employee to search for the requested record.

A supplemental fee may be charged for processing requests made by non-Indiana residents or out-of-state entities. The supplemental fee will be twenty-five cents per page and twenty-five dollars per hour of staff time taken to process the request.

All fees are payable to the Lafayette School Corporation and must be received before any record is duplicated and disclosed.

With respect to records which are determined not to be available, the records access officer will certify upon the request form that the school corporation does not possess the record, **it does not exist**, or that it could not be found after diligent search., ~~and return one copy of the form to the requester.~~ **A copy of the completed form should be returned to the requester, or the requester should be informed of the determination by the records access officer.**

~~Records may be inspected only at the office or location where they are regularly maintained.~~

~~The records access officer shall be guided first by the Indiana Access to Public Records Act and amendments, if any; second by 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 records access officer shall be guided by the Indiana Access to Public Records Act and by the state and federal law regarding privacy, confidentiality, and disclosure requirements of certain public records.**

~~Whenever a request for disclosure is denied by the person designated as records access officer, the person making the request may appeal the decision to the Superintendent.~~

~~The School 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.~~

Legal Reference: IC 5-14-3-4
IC 5-14-3-3.3
IC 5-14-3-8.1

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