

International Academy of Columbus
PUBLIC RECORDS POLICY

The Governing Authority recognizes its responsibility to maintain the public records of the School and to make such records available to residents of Ohio for inspection and reproduction.

The School will use the following procedures regarding availability of public records. "Public records" are any records that are kept by the school, except medical records, trial preparation records, confidential law enforcement investigatory records, and records the release of which are prohibited by State and Federal law.

Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in Ohio Revised Code § 149.43.

Any person may inspect and copy the governing authority and school's public records during the school's regular business hours provided that advance notice of such intended inspection has been given the custodian of the records not less than five (5) working days before the inspection.

A viewer may purchase copies of the School's public records upon payment of a fee not to exceed the cost for reproduction and handling. Requests for copies exceeding 25 pages will be filled using a copying service such as Kinkos or Staples.

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.

Nothing in this policy shall be construed as preventing a Governing Authority member from inspecting, in the performance of official duties, any record of the school.

The Governing Authority authorizes the Superintendent to dispose of, on a daily basis, routine messages transmitted by means of voice mail or E mail, provided the messages do not alter existing school records.

The School Director shall:

- A. Ensure access to the School's public records in accordance with the Public Records Act; and
 - B. Develop and implement a retention schedule which shall require the permanent safeguarding of Governing Authority meeting minutes, personnel files, annual audit reports, permanent student records, the retention of all fiscal records required for audit until said audit has been received and approved, and address the advisability of destroying School records in accordance with law.
- R.C. 149.43

Sealed Records: The board, or its authorized designee, is permitted to maintain records ordered sealed by a court of law of the adjudication of a student who has been permanently excluded from school pursuant to ORC 3301.121 or ORC 3313.662 provided that the adjudication was the basis of the permanent exclusion. The board, or its authorized designee, is not permitted to disseminate the records and therefore the records are not considered to be a public record. All non-adjudication records that are subject of a sealing order shall be expunged pursuant to ORC 2151.357 upon presentation of a copy of the order.

Approved on 3-26-2009
Revised on 4-27-2017