

## POLICY : A.8

### A. SCHOOL DISTRICT ORGANIZATION AND OPERATION

#### OFFICIAL RECORDS

The official minutes of the Raleigh County Board of Education shall be kept in a safe place by the Secretary of the Board. They are considered public records.

In accordance with West Virginia Code 29B-1-1, "Freedom of Information", every person has a right to inspect or copy any public record. A request to view the official minutes of the Raleigh County Board of Education or any other public record, shall be handled in accordance with West Virginia Code 29B-1-3, as follows:

- (1) A request to inspect or copy any public record of the Board of Education shall be made to the **office of the superintendent**, and must state with reasonable specificity the information sought
- (2) The custodian of the public records, shall furnish proper and reasonable opportunities for inspection and examination of the records in his/her office and reasonable facilities for making memoranda or abstracts, during the usual business hours
- (3) The custodian of the records may make reasonable rules and regulations necessary for the protection of the records and to prevent interference with the regular discharge of his/her duties
- (4) Within a maximum of five days, not including Saturday, Sundays or legal holidays, the custodian shall:
  - (a) Furnish copies of the requested information
  - (b) Advise the person making the request of the time and place at which he/she may inspect and copy the materials
  - (c) Deny the request stating in writing the reasons for such denial
- (5) For any requested public record(s) to be reproduced in copy form, the Raleigh County Board of Education will charge 50 cents per page payable prior to release of the requested copies
- (6) For any requested copies of records on magnetic or electronic media, the Raleigh County Board of Education will charge a fee reasonably

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calculated to reimburse it for the cost of reproducing such record, payable prior to release of the requested records

- (7) For any requested copies of student records on magnetic, electronic media, or microfilm, at the Raleigh County Schools Central Office, the Raleigh County Board of Education will charge 50 cents per page payable prior to release of the requested copies. .

**Exemptions:**

The Raleigh County Board of Education is not required to provide information that is specifically exempted from disclosure under West Virginia Code 29B-1-4. In accordance with West Virginia Code 29B-1-4 (see the Code for the exact language), the following categories of information are specifically exempt from disclosure:

- (A) Trade secrets
- (B) Information of a personal nature such as that kept in a personal, medical or similar file, if the public disclosure would constitute an unreasonable invasion of privacy, unless the public interest by clear and convincing evidence requires disclosure in the particular instance
- (C) Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examination
- (D) Records of law-enforcement agencies
- (E) Information specifically exempted from disclosure by statute
- (F) Records, archives, documents or manuscripts describing the location of undeveloped historic, prehistoric... which could irreparably damage such record, archives, document or manuscript
- (G) Information contained in or related to examination, operating or condition reports prepared by, or behalf of, or for the use of any agency responsible for the regulation or supervision of financial institutions, except those reports which are by law required to be published in newspapers, and
- (H) Internal memoranda or letters received or prepared by any public body

Approved: October 8, 2002