

## **Public Records Policy**

It is the policy of the School Board to provide the public with full and complete access to non-exempt public records pertaining to the School. In the spirit of transparency the School Board directs its School Administrator and/or ESP make such documents accessible to the public either on the School's website or in response to a FOIA request.

The public records of the School include any writing or other means of recording or retaining meaningful content prepared, owned, used, in the possession of, or retained by the School, its Board, officers, or ESP employees, subject to certain exemptions according to the Michigan Freedom of Information Act (FOIA).

For access to the School's non-exempt public records that are not available on the website, the Michigan Freedom of Information Act (FOIA) (MCL 15.231 *et. seq.*), this policy and implementing procedures shall apply.

Any person may make a written request for any public records of the School. The person may inspect, copy, or receive copies of the public record requested. The School shall respond to such requests within five (5) working days after receipt unless otherwise agreed to in accordance with the Freedom of Information Act.

An individual may purchase copies of the School's public records upon payment of a fee. No original 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. Neither the Board nor School Administrator and/or ESP shall permit the release of the social security number of an employee, student, or other individual except as authorized by law.

The Board chooses not to provide for enhanced access to any of its public records.

The Board has determined that personal and confidential information provided to and retained by the School on parents, students, staff and others will be considered exempt from disclosure pursuant to a Freedom of Information Act request, unless advised specifically by the School's legal counsel that the particular information must be released. Such personal and confidential information shall include home addresses, telephone numbers, e-mail addresses or website pages, except as they are specifically related to the operation of the school, or specifically authorized for release by the individual, or the parent/guardian if the individual is a minor.

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 the School.

The School Administrator and/or ESP is responsible for transmission of data contained in the single record student data base established by the Michigan Department of Education. Such transmission shall be in accordance with procedures established by law. The School Administrator and/or ESP shall establish Administrative Procedures to ensure proper compliance with the intent of this policy and the Freedom of Information Act.

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### References:

MCL 15.231 *et seq.*, MCL 445.81 *et seq.*, MCL 380.503, 380.503c, 380.553,380.553c  
The Freedom of Information Act, MCL 15.231 *et. seq.*  
Michigan Federation of Teachers v. University of Michigan, 481 Mich. 657 (2008)  
Effective Date: January 2020

