

	801. PUBLIC RECORDS	
<p>3. Authority</p>	<ul style="list-style-type: none"> ▶ Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material, including but not limited to information relative to the individual’s personal and family circumstances, unless the individual concerned (or, in the case of a minor or incompetent, his/her guardian) shall request in writing that the same be disclosed publicly. ▶ Procedures and techniques utilized in protecting the safety and property of the public where such disclosure would impair such protection. ▶ Pending or anticipated litigation, contract negotiations (other than in the collective bargaining process), and other issues that may fall within the privileged relationship between the Joint Operating Committee and its attorney or other consultants and special agents. <p>The Joint Operating Committee declares disclosure of the following records to be likely to violate the privacy of individuals and therefore exempts from public inspection:</p> <ul style="list-style-type: none"> ▶ The home address or telephone number of any student or employee of the Joint Operating Committee, except as the individual student or employee may wish such information to be released. (P.G. 216) ▶ Notations and recordings made and temporarily retained by an individual solely as an administrative convenience in the performance of assigned duties, except that recordings of public meetings may not be exempted from public inspection. ▶ Records privately made and retained by an individual which express personal impressions, opinions, and conclusion, and the disclosure of which would tend to violate the recorder’s privacy. <p>The Joint Operating Committee shall make the district’s public records available for inspection and duplication to any state resident in accordance with Joint Operating Committee policy and district procedures, with the exception of records exempted by law.</p> <p>The Joint Operating Committee exempts from public inspection any material whose disclosure would constitute an invasion of privacy, unless the individual concerned, or the parent/guardian of a minor student, consents in writing to public disclosure of the materials.</p>	<p>65 P.S. Sec. 66.1 et seq. SC 408, 518</p>

<p>4. Guidelines</p>	<p style="text-align: center;">801. PUBLIC RECORDS</p> <p>The public may inspect and procure copies of the public records of the Career and Technology Center during the regular business hours of the Career and Technology Center offices.</p> <p>A public record shall be provided to the requester in the medium requested if it exists in that form; otherwise, it shall be provided in its existing medium.</p> <p>The Career and Technology Center is not required to create a public record that does not exist nor to compile, maintain, format or organize a public record in a manner different from that currently maintained by the Career and Technology Center. If a public record is maintained only in an electronic format, the Career and Technology Center shall, duplicate the record on paper, upon request.</p> <p>Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice.</p> <p>No public record shall be removed from the control or supervision of the designated official.</p> <p><u>Request for Access</u></p> <p>A request for access to a public record shall be submitted to the office of the Administrative Director.</p> <p>Requests shall be submitted in writing.</p> <p>Each request must include the following information:</p> <ol style="list-style-type: none"> 1. Identification of the requested record, in sufficient detail. 2. Medium in which the record is requested. 3. Name and address of the person to receive the district's response. <p><u>Response to Request</u></p> <p>The Administrative Director or designee shall review the request and respond promptly, within five (5) business days of receiving the request.</p> <p>If the Career and Technology Center fails to respond to a request within five (5) business days, the request for access shall be deemed denied.</p> <p>If the Career and Technology Center determines that the request will be granted, a response shall be sent within five (5) business days. The response shall include the regular business hours of the Career and Technology Center office, the medium in which the record is provided, and the assessed fees.</p>	<p>42 U.S.C. Sec. 12101 et seq.</p>
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If the Career and Technology Center determines that more than five (5) business days are required to respond to the request, in accordance with the exceptions stated in law, notice shall be sent indicating that the request is being reviewed, the reason for the review, and a date when the response will be provided.

Denial of Request

If the Career and Technology Center denies a request for access to a public record, a response shall be sent within five (5) business days of receiving the request. The response denying the request shall include the following:

1. Description of the record requested.
2. Specific reasons for denial, including a citation of supporting authority.
3. Name, title, business address and telephone number, and signature of the employee who denied the request.
4. Date of the response.
5. Procedure to appeal denial of access.

The CTC shall not deny access to a public record based on the intended use by the requestor.

Appeal of Denial

If a request for access to a public record is denied or deemed denied, the requester may file a written exception within fifteen (15) business days of the mailing date of the response or a deemed denial.

Upon receipt of the exception, the Administrative Director or designee shall make a final determination of the request within thirty (30) days of the mailing date. If denied, a written explanation shall be provided.

The final determination shall be the final order of the school district.

The requester may appeal the district's final order, in accordance with the provisions of law.

Fees

Duplication of public records shall be provided by the district upon payment of application fees.

Fees that may apply shall be provided to each requester.

The district shall not assess any fees for staff time or resources used to evaluate a request for access to public records.

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<p>5. Delegation of Responsibility</p>	<p>The district may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.</p> <p>The Administrative Director or designee shall ensure that the Joint Operating Committee policy governing access to public records and the applicable fees are available upon request.</p> <p>The Administrative Director or designee shall develop procedures to implement this policy, which include:</p> <p>Preparation of "Record Guidelines" that conforms to law; requires permanent safeguarding of Board minutes, annual audit reports and permanent student records; and mandates retention of all fiscal records required for audit until the audit has been received and approved.</p> <p>Reasonable fees applicable to all requests for inspection and duplication of public records, in accordance with law.</p> <p>Provisions to guard the confidentiality of records exempted from the availability of public records.</p> <p>Training of appropriate staff regarding public access to public records.</p>	<p>SC 518 Title 22 Sec. 12.33 et seq.</p> <p>65 P.S. Sec. 66.1</p>