

728 PUBLIC USE OF SCHOOL RECORDS

The Superintendent is hereby designated the custodian of all records, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled or maintained by this School District.

- A. All requests for public information are to be forwarded to the Superintendent immediately upon receipt. The Superintendent shall thereupon make a determination as to whether or not the information requested is public in nature.
- B. If the Superintendent finds the information to be public in nature, he/she shall direct that it be released for reproduction on the premises. The party requesting the information is to be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information. If the information is in active use or otherwise unavailable, the party requesting the information will be notified immediately upon it's becoming available.
- C. If the Superintendent finds the information not to be public in nature, he/she shall so inform the requesting party and shall not release such information.
- D. If the Superintendent is unable to ascertain whether or not the information requested is public in nature, he/she is hereby authorized to request, on behalf of the Board, an opinion from the school attorney.