

Request to Examine and/or Copy District Records**PUBLIC ACCESS**

Records of the Board, except those specifically exempted by statute, are open to public inspection at the Office of the Superintendent. Persons desiring to examine records that are not exempt from public disclosure may do so during regular working hours. Regular working hours shall be posted at the main entrance of the Central Office and of each school building, as appropriate.

Records exempted from public access include:

1. Records of a personal nature where public disclosure is an invasion of personal privacy.
2. Records or information confidentially disclosed to the Board whose disclosure would permit an unfair advantage to competitors.
3. Records or negotiation of real estate transactions until such time as property has been acquired.
4. Test questions and scoring keys before an exam, examinations that are to be reused, and tests that are copyrighted.
5. Preliminary drafts and recommendations.
6. Student records are prohibited from being released by the Family Educational Rights and Privacy Act and/or the Kentucky Family Education Rights and Privacy Act.
7. Any record, the disclosure of which would have a reasonable likelihood of threatening the public safety.

Records Requested From:Records Custodian: Bookkeeper of Spencer County High SchoolDistrict Name: Spencer CountyDistrict Address: 200 Taylorville Rd., Taylorville, KY 40071**Records Requested By:**Name (MUST BE PRINTED): Mallory MaxwellAddress: 155 Summer Place Dr., Taylorville, KY 40071Phone #: (502) 422-0683 Date: 11/16/11**Specify in detail the record(s) requested. Attach another page, if necessary.**

I would like to request any and all records pertaining to the finances associated with the Spencer County High School checkleading account. Documents requested include, but are not limited to, accounts payable & receivable

Signature of Person Requesting Record(s)Month/Day/Year

Please attach requests made by letter or FAX to this form.

Mallory Maxwell
Cindy Maxwell

11/16/11

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Any fees associated with the cost of copying shall be collected at the time copies are made. Fees shall not exceed actual copying costs. Copying cost per page shall not exceed 10 cents and postage may be charged if the requester does not pick up the copies.

NOTE: Except when individuals designated by the Superintendent are reviewing records, an authorized school employee shall provide appropriate supervision while records are being inspected.

For Office Use Only	
Records Request received by <u>Debra Thomas</u>	Date <u>11/16/11</u>
Records Request referred to (if applicable) <u>Debra Thomas</u>	Date <u>11/16/11</u>
Records Request complied with by <u>Debra Thomas</u>	Date <u>11/18/11</u>
Records request ☐ Approved ☐ Not approved (explanation attached)	

Review/Revised:8/25/11