

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.6 AP.2

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.
8. Emergency plan and diagram of a school.

Records Requested From:

Records Custodian: Diana Thomas

District Name: Spencer Co. Schools

District Address: 207 W Main St Taylorsville, KY 40071

Records Requested By:

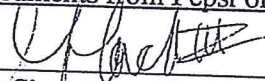
Name (MUST BE PRINTED): Jimmy Black

Address: 4010 Crittenden Drive Louisville, KY 40209

Phone #: (502) 718-2606 Date: July 11th 2016

Specify in detail the record(s) requested. Attach another page, if necessary.

I am requesting Spencer Co.'s Beverage Bid Documents for the previous Beverage Bid. Documents requested are the proposals for Coke and Pepsi any Bid tallies and any public record bid documents from Pepsi or Coke not explicitly stated.



Signature of Person Requesting Record(s)

07/11/2016

Month/Day/Year

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

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01.6 AP.2
(CONTINUED)

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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>Diana Thomas</u>	Date <u>7-11-2016</u>
Records Request referred to (if applicable) <u>B. Blawson</u>	Date <u>7-12-2016</u>
Records Request complied with by <u>B. Blawson</u>	Date <u>7-12-2016</u>
Records request ☒ Approved ☐ Not approved (explanation attached)	

Review/Revised: 8/26/13