

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 Education 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: Spencer County Board of Education

District Name: Spencer County Board of Education

District Address: 207 W Main Street, Taylorsville, KY 40071

Records Requested By:

Name: Lang Company

Address: 540 S 13th Street, Louisville, KY 40203

Phone #: 502-584-2383

Date: 9/28/2016

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

Deacy O'Kon 9.28.2016
Signature of Person Requesting Record(s) Month/Day/Year

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

Any fees associated with the cost of copying shall be collected at the time copies are made. Fees shall not exceed actual copying costs. **Cost per page shall not exceed 10 cents.**

- For Office Use Only		
Records Request received by <u>Nancy Thomas</u>	Date	<u>9/28/16</u>
Records Request referred to (if applicable) <u>Mark Thomas</u>	Date	<u>9/28/16</u>
Records Request complied with by <u>Mark Thomas</u>	Date	<u>9/29/16</u>
Records request <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not approved (explanation attached)		

Review/Revised: 8/28/07



Do Business Better With The Lang Company

To: Mark Thomas

RE: Request for Public Records, Copier Bid, September 2016

Date: 9/28/2016

Lang Company requests to view the following public record information from Spencer County Board of Education:

1. A full copy of the winning copier bid from ProSource for the Spencer County Board of Education RFP for for copiers in September of 2016

Please submit all records in PDF to:

Wendy O'Koon
wokoon@langcompany.com

To Fax, please send to:
Attn: Wendy O'Koon
502-587-1377

Thank you,

A handwritten signature in black ink, appearing to read "Wendy O'Koon". The signature is fluid and cursive, with the first name "Wendy" being more prominent and the last name "O'Koon" following in a similar style.

Wendy O'Koon
Account Manager
Lang Company
502-568-7628
wokoon@langcompany.com

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540 South 13th Street
Louisville, KY 40203

1501 C Allen Lane
Evansville, IN 47710

531 State Street
Bowling Green, KY 42101

800 Frederica Street
Owensboro, KY 42301