

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:

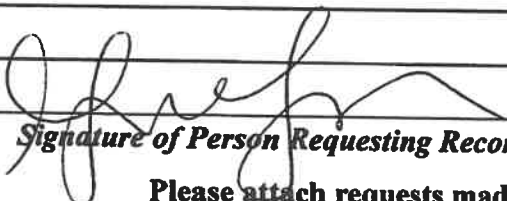
Records Custodian: Diana Thomas
District Name: Spencer County Public Schools
District Address: 207 W Main Street Taylorsville KY 40071

Records Requested By:

Name (MUST BE PRINTED): Gabriella Lauricella
Address: 700 Whillshoro Blvd Suite 4-100 deerfield beach
Phone #: 954-613-9528 Date: 3/14/17 3341

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

see additional attachment.

 3/17/17
Signature of Person Requesting Record(s) Month/Day/Year
Please attach requests made by letter or FAX to this form.

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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>Dana Thomas</u>	Date <u>3/14/17</u>
Records Request referred to (if applicable) <u>Nicki Goodlett</u>	Date <u>3/14/17</u>
Records Request complied with by <u>Nicki Goodlett</u>	Date <u>3/16/17</u>
Records request <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not approved (explanation attached)	

Review/Revised:8/26/13

Dear Diana or Custodian of Public Records,

SmartProcure is submitting a commercial KORA request to the Spencer County Public Schools for any and all purchasing records from 2016-09-12 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address
7. What is the beginning of your fiscal year?

The attached document may be helpful as a reference to fulfill this request if the Spencer County Public Schools stores the records using any of the pre-programmed software reports, but the records request is not limited to the reports listed.

Please email the information or use the following web link. There is no file size limitation:

<http://upload.smartprocure.us/?st=KY&org=SpencerCountyPublicSchools>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at 954-613-9528.

Regards,

Gabriella Lauricella

Data Acquisition Specialist

SmartProcure

Direct: 954-613-9528

Email: glauricella@smartprocure.us | www.smartprocure.us

700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441