



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

February 21, 2018

AGENDA ITEM (ACTION ITEM):

Consider/Approve revision to Administrative Procedure 01.6 AP.2, Request to Examine Records, to only accept written, signed requests by hand delivery, mail or facsimile. No email requests.

APPLICABLE BOARD POLICY:

01.6 AP.2

HISTORY/BACKGROUND:

Facilities and Finance have been getting multiple and frequent open records request that are extremely lengthy and time consuming from companies wanting to know who we do business with and details in cost and frequency. Requests are being made at least quarterly. KRS 61.872 states that requests be hand delivered, mailed, or faxed to the public agency.

FISCAL/BUDGETARY IMPACT:

Time to put together the open records by employees. Sometimes over three (3) hours per request

RECOMMENDATION:

Approval to revise Administrative Procedure 01.6 AP.2, Request to Examine District Records, to only accept written, signed request by hand delivery, mail or facsimile only.

CONTACT PERSON:

Kim Banta, Susan Bentle, Rob Haney

Principal

District Administrator

Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal—complete, print, sign and send to your Director. Director—if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jessica Jehn
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

Request to Examine and/or Copy District Records

NOTE: Request must be in writing, signed by the requestor, with his/her name printed legibly on it, and include a description of the records to be inspected. Request may be hand delivered, mailed, or sent via facsimile to the official custodian of records. Email requests will not be honored. When a document is submitted that provides information requested by this form, there is no need to require the applicant to complete this form.

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 that are prohibited from release 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: _____

District Name: _____

District Address: _____

Records Requested By:Name (**MUST BE PRINTED**): _____

Address: _____

Phone #: _____ Date: _____

Are you the parent/guardian of a child enrolled in one of the District's schools? ☐ Yes ☐ No

If Yes: Child's Name _____ School _____

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

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

Request to Examine and/or Copy District Records

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 requestor 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 _____ Date _____

Records Request referred to (if applicable) _____ Date _____

Records Request complied with by _____ Date _____

Review/Revised:7/7/14