



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

**THE KENTON COUNTY BOARD OF  
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY 41017

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Dr. Henry Webb, Superintendent of Schools

**KCSD ISSUE PAPER**

**DATE:**

4/17/18

**AGENDA ITEM (ACTION ITEM):**

Receive Revision of Administrative Procedure 01.6 AP.2 "Request to Examine and/or copy District Records" to only accept requests made in writing with the requestor's signature, sent via mail or hand delivered. No emails or faxed requests will be accepted

**APPLICABLE BOARD POLICY:**

01.6 AP.2

**HISTORY/BACKGROUND:**

Facilities and Finance have been getting multiple and frequent open records requests 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.

**FISCAL/BUDGETARY IMPACT:**

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

**RECOMMENDATION:**

N/A

**CONTACT PERSON:**

Kim Banta, Susan Bentle, Rob Haney

N/A  
Principal

Kim Banta  
Director

[Signature]  
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:** When a document is submitted that provides information requested by this form, there is no need to require the applicant to complete this form. Any person shall have the right to inspect public records. The official custodian may require written application, signed by the applicant and with his name printed legibly on the application, describing the records to be inspected. The application shall be hand delivered or mailed ~~mailed, or sent via facsimile~~ to the public agency.

**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