

**FISCAL MANAGEMENT****DUPLICATION OF MATERIALS AND RECORDS**

Ohio County Schools recognizes its unique role in the community as a repository of educational and demographic records for both students and staff.

Records maintained by the school and central office personnel are often required by other agencies for proof of age, proof of identity, and for various eligibility determinations.

Because of the expense of making duplicates of records and the administrative time spent in researching files and responding to inquiries, the administration is authorized to establish a fee schedule for duplication services.

**Policy Reviewed:** June 9, 2014

**Policy Revised:** January 31, 1994

**Policy Adopted:** August 13, 1990

**OHIO COUNTY BOARD OF EDUCATION**