

Procedures for Requesting Public Records of USD #493

1. The main office of USD #493 is the Board Office located at 802 S. High School Ave., Columbus, Kansas. The records of USD #493 are available for inspection or copying by members of the public at the Board Office during our regular office hours of 8:00 – 4:00 P.M. Monday – Friday. Some records as indicated below, may be available for inspection at other locations.

2. A request for access to a public record should be directed to the custodian of the record. The following is a list of types of records and their custodian in our school.

<u>Type of Record</u>	<u>Custodian</u>	<u>Location</u>
Student Information	Building Principal	School Offices
Staff Information	Building Principal	School Offices
Curriculum Information	Building Principal	School Offices
Personnel Information	Susan Wells, Board Clerk	Board Office
Board Minutes	Susan Wells, Board Clerk	Board Office
Organizational Records	Brian Smith, Superintendent	Board Office
Transportation Records	Bob Mogle/Les Welch, Transp. Directors	Transportation Office
Federal Programs	Brian Smith, Superintendent	Board Office
Property Information	Brian Smith, Superintendent	Board Office
Budget Information	Brian Smith, Superintendent	Board Office
Food Service Information	Jo Kalert, Food Service Director	Board Office

3. The request for access to open records shall be made in writing to an official custodian of district records. Your request should include your name, address, phone number, email address, and a detailed description of the record to which you are seeking access. Requests for records not yet in existence or documents to be created prospectively cannot be honored.

4. If the record you are seeking falls within an exception, the custodian may ask you to certify, in writing, why you believe you have a right to access the record. The custodian may also ask for certification you will not use or sell the information for sales or solicitation purposes. If the request is not granted, the person requesting the record shall receive a written explanation of the reason for the denial within three business days of the request if an explanation is requested.

5. Upon receiving your request, the custodian of the record will retrieve the requested record and provide the record for your inspection as soon as possible.

6. If the custodian cannot provide you the record immediately, s/he will inform you in writing of the time and place at which the record will first be made available to you.

7. You cannot remove the record from the building. The custodian will show you to a place where you may look at the record. If you desire a copy of the record, please inform the custodian and s/he will arrange for copying. A fee of \$.25 per copy, plus the hourly cost of staff time required to make the information available applies and must be paid prior to the copying.

8. If you desire access to our records on a business day (Monday thru Friday, excluding legal holidays) when school is not in session, the superintendent will establish procedures for making records available.

USD 493 Public Request for School Records

Person requesting records _____

Address of person requesting records _____

Specific records being requested _____

Approval to release records

Denial to release records

Delayed release of records

Reason for denial or delay: _____

Custodian of Records

Date

OFFICE USE ONLY:

Date/time of request _____

Estimated cost of copies/employee time: \$ _____