

**PUBLIC RECORDS**

The School Board recognizes its responsibility to maintain the public records of this Corporation and to make such records available to residents of Indiana for inspection and reproduction.

The public records of this Corporation include any record that has been required by law to be made, maintained, or kept on file by this Board or its officials, but does not include certain records described under IC 5-14-3-4.

Any resident of the State may inspect and copy by hand the public records of this Corporation during the regular business hours of the office in which such records are maintained, provided that advance notice of such intended inspection has been given the custodian of the records not less than one (1) working day before the inspection. The Superintendent is authorized to grant or refuse access to the records of this Corporation in accordance with the intent of this policy.

A resident may purchase copies of the Corporation's public records upon payment of a fee. No public record may be removed from the office in which it is maintained except by a Board officer or employee of the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this Corporation except student records.

I.C.5-15-3-4