

## **Policy Code: 2210 PUBLIC RECORD REQUESTS**

The Board of Education acknowledges its obligation to provide the public with access to non-confidential public records maintained by the school district.

A record is any information kept in any physical form maintained by the school district.

The public's right to access applies to existing records in any form and includes the right to obtain a copy of the record. The school system is not required to create or compile a record that does not exist or put into electronic medium a record that is not kept in electronic medium.

Confidential records are not open to the public. These include personnel and student records, minutes of closed sessions, records pertaining to such matters as may be discussed in closed session, and any other records required to be kept confidential by law or as may be exempt from the North Carolina Public Records Law ([G.S. Ch. 132](#)).

Any report received from the Teachers' and State Employees' Retirement System pursuant to [G.S. 135-8\(f\)\(2\)\(f\)](#) is not a public record and will be treated as confidential.

To assure that requests for public information are clearly identified and processed accurately, the Board of Education reserves the right to require that requests for access to public information documents be submitted in writing to the office of the Superintendent or the Superintendent's designee. The Superintendent or the designated officer for public records will make such records available to the public upon reasonable notice during regular business hours. No person will remove original copies of public records from the offices of the district.

Charges may be assessed for duplication of public records at the actual cost of such copies, as determined by the finance officer based on generally acceptable accounting principles. A special service charge may be assessed if fulfilling the request requires extensive use of information technology resources or extensive clerical or supervisory assistance.

The Superintendent may establish reasonable rules of procedure by which public records may be inspected or copied.

LEGAL REF: [G.S. 115C-3](#), [-4](#), [-276](#), [-402](#); [G.S. ch. 115C art. 21A](#); [G.S. ch. 132](#); [20 U.S.C. § 1232g](#), [135-8\(f\)\(2\)\(f\)](#); *Program Records Schedule: Local Public School Units*, N.C. Department of Natural and Cultural Resources (2021), available at <https://archives.ncdcr.gov/documents/local-education-agencies-schedule>; *General Records Schedule: Local Government Agencies*, N.C. Department of Natural and Cultural Resources (2021), available at <https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules/general-records-schedule-local-government>

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**Edenton-Chowan Schools**