

## Administrative Procedure for Requesting Public Records of USD 383

1. The district office of USD 383 is Robinson Education Center located at 2031 Poyntz Ave., Manhattan, KS 66502. The records of USD 383 are available for inspection by members of the public at the Education Center during our regular office hours: 8:00 am - 5:00 pm, 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 district.

<b>Type of Record</b>	<b>Custodian</b>	<b>Location</b>
Student Records	Building Principal	Building child attends
Personnel contacts	Director of Communications	Education Center
Board Minutes	Director of Communications	Education Center
Bills, Financial Records	Director of Communications	Education Center
Any other record or information	Director of Communications	Education Center

3. The custodian of the record will ask that you make your request in writing. Your request should include your name, your address and a description of the record to which you are seeking. Please see the attached page.
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.
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. Usually we will be able to provide your request immediately.
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. The request must be acted upon not later than the end of the third business day following the date the request was received.
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. Any copies made over 25 pages will be charged a rate of \$.10 per page and must be paid prior to copying. If you are requesting information be provided on a disk, the requester will be charged \$1.00 for the disk and the fee must be paid prior to picking up the disk. A Board of Education meeting recording request will be charged \$5.00.
8. If you desire access to our records on a business day (Monday – Friday, excluding legal holidays) when school is not in session, we will open our office from 9 – 10 am to allow you to access our records. Please notify the Freedom of Information Officer at 587-2000 by 4pm the day before you desire access to records on a normal business day when school is not in session.

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