

## PUBLIC RECORD NOTICE

The Tri-Rivers Board of Education recognizes its responsibility to maintain the public records of this District and is committed to ensuring your rights to promptly inspect and/or receive copies in a reasonable amount of time.

- Tri-Rivers Career Center will follow Ohio law in responding to requests for public records.
- You may inspect or receive copies of all public records that must be provided by law at all reasonable times during regular business hours.
- We reserve the right to charge for the actual costs of making copies (and any mailing costs, if applicable) of any records request, and may require those charges to be paid in advance.
- Although it may benefit you to make a request for public records in writing, we cannot deny you access to public records because you refuse to do so. In general, we will only request your identity, and a written request, or the reason for the request if that information will assist us in providing the documents requested. You are not required to provide that information. Occasionally, Ohio law requires this information to determine whether a request can be honored under the law.
- You must make your request specific and you must identify the particular records you want. A request for all records about a particular topic, for instance, may be legally improper.
- Please be aware that you are not permitted to make copies of public records yourself.
- If a public record request is denied, we will provide you a basic reason for the refusal. It will only provide a written reason if the request for the records is made in writing. Any redactions made to a document will either be clearly visible to you, or you will be told the type of information redacted.
- For a complete copy of the Public Records Request Policy, please contact the Superintendent's Office at Tri-Rivers Career Center or by calling (740) 389-4681 ext. 7441 or ext. 7442.
- Please direct your public record requests to the Charles A. Speelman, Records Manager of the Tri-Rivers Career Center. Mr. Speelman can be reached at (740) 389-4681 ext. 7442.