PUBLIC RECORDS

A. Any person may make an oral or written request for any public record(s) of the Ingham Intermediate School District. The person may inspect, copy, or receive copies of the public record requested. The request should be made to the district’s public information department. The district shall respond within five (5) working days after receipt of such request unless otherwise agreed to in accordance with the Freedom of Information Act.

B. A resident may purchase copies of the district’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 in the course of the performance of his/her duties.

C. The superintendent and his/her subordinates are authorized to dispose of correspondence including those transmitted by means of voice mail or E-mail, providing the message does not alter existing district records.

D. The superintendent or his/her designee is responsible for transmission of data contained in the single record student data base established by the Office of State Budget. Such transmission shall be in accordance with procedures established by the district and the Center for Educational Performance and Information (CEPI).

LEGAL CITATION: MCLA IS.231 et seg

ADMINISTRATIVE REGULATION

Approved: June 25, 2002