

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b><i>Responding to Public Records Requests</i></b>	
Procedure No. 8310-01-01	Eff. Date: 6/30/18
Implements Board Policy(ies): 8310 – Public Records 8330- Student Records	Last Reviewed: 6/30/18

**1. Background**

*Provides the procedure for responding to requests for public records in compliance with Ohio Rev. Code 149.43 and FERPA, 20 USC 1232g.*

**2. Responsibilities**

Title: Office of General Counsel	
Address: Education Center	
Phone: (513) 363-0114	
<i>The Office of General Counsel shall be responsible for receiving, tracking, and responding to requests for public records. Media requests and requests that generate public interest should be coordinated with the Director of Communications and Public Engagement.</i>	

**3. Action Steps**

- (1) Public records requests shall be received and promptly logged by the Office of General Counsel. A confirmation of receipt should be sent as soon as possible.*
- (2) Requests should be reviewed carefully to determine if any records are not required to be produced. Only the specific records requested should be produced. Any objections should be accompanied by an explanation, citing legal authority.*

*(3) Working with the office responsible for the records requested, the Office of General Counsel shall determine what records are responsive and non-privileged. Any student identifying information should be redacted.*

*(4) The date of responses shall be logged and tracked.*

#### **4. Equity Considerations**

*Not applicable.*

#### **5. Related Documents / Forms**

Document Title	Description	Last Reviewed
<i>Student Privacy Notice</i>	<i>Included in the Back to School Packet, the notice gives parents the opportunity to opt out of the Directory Information Policy</i>	<i>06/30/18</i>

#### **6. Additional Information**

*None.*