

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: EH

DATA MANAGEMENT

(Public Use of School Records)

The Superintendent or his/her designee is hereby designated the custodian of all records, documents, writings, letters, memoranda, or other written, typed, copies, or developed materials possessed, assembled, or maintained by the School Corporation.

1. All requests for public information are to be forwarded to the Superintendent immediately upon receipt. The Superintendent shall thereupon make a determination as to whether or not the information requested is public in nature.
2. If the Superintendent finds the information to be public in nature, he/she shall direct that it be released for study on the premises. If the information is in active use or otherwise unavailable, the party requesting the information will be notified immediately upon its becoming available.
3. Reproduction of information can be requested by the party seeking the information and, if deemed appropriate by the Superintendent, may be granted. The cost of such reproduction will be charged.
4. If the Superintendent finds the information not to be public in nature, he/she shall so inform the requesting party and shall for no reason release such information. Whenever a request for disclosure is denied, the person making the request may appeal the decision to the Board.

Records Exempt From Public Disclosure

The following records, and/or items, shall be exempt from public disclosure (unless access to such is specifically required by a state or federal statute or is ordered by a court under the rules of discovery):

1. Records declared confidential by state statute.
2. Records required to be kept confidential by federal law.
3. Records containing trade secrets of confidential financial information.
4. Investigatory records of law enforcement agencies.
5. The work product of attorneys representing the Corporation, the Board members, or any employee.
6. Test questions, scoring keys, and other examination data used in administering a licensing examination, examination for employment, or academic examination before the examination is given or if it is to be given again, either by Vigo County School Corporation or by any other school corporation.

7. Scores of tests or license examinations if the person is identified by name and has not consented to the release of his/her scores.
8. Records that contain intra-agency or inter-agency advisory or deliberative material that are expressions of opinion or are of a speculative nature, and that are communicated for the purpose of decision-making.
9. Diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal.
10. Personnel files of school employees and files of applicants for employment, except for:
 - a. the name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former employees of the school corporation;
 - b. information relating to the status of any formal written complaint or charge made against the employee; and
 - c. information concerning disciplinary action in which final action has been taken and that resulted in the employee being disciplined or discharged. However, all personnel file information shall be made available to the affected employee or his/her representative.
11. Administration or technical information that would jeopardize the corporation's recordkeeping or security system.
12. Computer programs, computer codes, computer filing systems, and other software that are owned by the corporation or entrusted to it.
13. Records specifically prepared for discussion, or developed during discussion in an executive session under I.C. 5-14-1.5-6.1.
14. The identity of a donor of a gift made to the corporation if the donor or his/her family requires nondisclosure of his/her identity as a condition of making the gift.
15. Library records which can be used to identify any library patron.
16. Any other record deemed confidential or non-disclosable by state law.

Adoption Date: April 27, 1977; Revised: April 8, 1996; Revised: January 23, 2017

Legal Ref: I.C. 5-14-3-1 et seq.

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