

PUBLIC'S RIGHT TO KNOW/FREEDOM OF INFORMATION

Code **KDB** Issued **9/17**

The board is a public body and its meetings and records are a matter of public record except as such meetings and records pertain to classified matters as provided by law.

The official minutes of the board, its written policies, and its financial records will be open for inspection at the superintendent's office. Any citizen may examine these documents during the hours when the office of the superintendent is open. However, no district employee will release records pertaining to individual students or staff members for inspection by the public or any unauthorized persons.

Information Requests

When an individual makes an information request to the district as provided by the South Carolina Freedom of Information Act (FOIA), the district will adhere to established procedures for processing, responding to, and fulfilling the request. All such requests must be made in writing to the superintendent of schools. Certain records will be exempted from disclosure and/or redacted as permitted under state and federal law.

Adopted 8/13/91; Revised 10/11/94, 5/10/05, 9/12/17

Legal References:

- A. S. C. Code, 1976, as amended:
 - 1. Section 30-4-10, *et seq.* - South Carolina Freedom of Information Act.