

Purpose

To ensure that Allegany County Public Schools (ACPS) complies with the Maryland Public Information Act, Annotated Code of Maryland, General Provisions Article Sections 4-101 through 4-601 when responding to requests for public information and to outline procedures for filing such requests with the school system.

Requests for student records, including student directory information, are not covered by this rule.

Definitions

Act: Means the Maryland Public Information Act, Annotated Code of Maryland, General Provisions Article Sections 4-101 through 4-601.

Applicant: Means a person or entity requesting inspection or disclosure of public records.

School System: Means the Allegany County Public Schools and Board of Education of Allegany County.

Records Custodian: Means an authorized person employed by the school system having physical custody and control of public records of the school system.

Public Records: Means any records made or received by the school system in connection with the transaction of public business and is in any form, including, but not limited to, correspondence, a computerized record, a card, a photograph or Photostat, films, microfilms, a recording, a tape, computerized records, maps, drawings, and both printed and electronically stored versions of electronic mail messages. A “public record” includes a document that lists the salary of any employee of the school system.

Policy Statement

The Act provides that existing records, not otherwise privileged or confidential, which are deemed public are to be released. Except as otherwise provided by law, a records custodian shall permit a person or governmental unit to inspect any public record at any reasonable time. There is no obligation to create records to satisfy a public information request, and the school system will not do so. Privileged and/or confidential information is not subject to release. Privileged and/or confidential information includes, but is not limited to, documents and records such as: student records with personally identifying information; employee home addresses and telephone numbers; personnel evaluations and employment recommendations; trade secrets; and test questions.

The Maryland Public Information Act permits a governmental agency to set reasonable fees for the search, preparation, and copying of public records.

A Schedule of Fees shall be created for use by ACPS employees and offices when responding to requests for public information presented under the Act. All requests made under the Act shall be turned over to the Public Information Officer who may address the request in conjunction with the Board counsel for review and response.

Legal Reference			
Annotated Code of Maryland	General Provisions Article §§4-101 through 4-601 (Public Information Act)		
Policy Cross Reference	Adopted	Reviewed	Revised July 14, 2015, 1 st Reading August 11, 2015, 2 nd Reading