

PUBLIC RECORDS ACCESS

Tyler County citizens are entitled to full and complete information regarding the transactions of the Tyler County Board of Education and the official acts of those who represent them as public officials and employees, unless otherwise prohibited by law.

Every person has a right to inspect or copy any public record of the Tyler County Board of Education, in accordance with WV Code 29B-1-3. Requests to inspect and copy public school records should be made in writing or in person to the superintendent of schools during business hours.

The superintendent or designee shall provide for proper and reasonable opportunities for inspection and examination of the records. The person(s) examining such records may not mark upon them, mutilate them or otherwise change the state of the same.

Requests for information should be in writing and must state with reasonable specificity the information sought.

Upon demand for records made pursuant to state law, the superintendent or his/her designee shall within 5 working days:

- (a) Furnish copies of the requested information; or,
- (b) Advise the person of the time and place at which he or she may inspect and copy the materials; or,
- (c) Deny the request stating in writing the reasons for such denial.

The Superintendent may establish reasonably calculated fees for actual costs of making reproductions of print or electronic records.

Information which is specifically exempt as provided by WV Code 29B-1-4 includes, but is not limited to:

- (a) Information of a personal nature such as that kept in a personal, evaluation, medical or similar file, the disclosure of which would constitute an invasion of privacy. This shall not be construed as to prevent any employee (present or past) from examining and/or copying his/her own files or records;
- (b) Information contained in or related to reports for the use of any agency responsible for the regulation or supervision of financial institutions, except for reports which are by law required to be published in newspapers;

(c) Internal memoranda or letters received or prepared by the Tyler County Board of Education, its officers, and personnel;

(d) Information specifically exempted from disclosure by statute.

Individual students' records and individual personnel records will be handled according to the Tyler County policy specifically relating to the disclosure of student or personnel records.