



PUBLIC RECORDS POLICY

Approved By the Governing Board On: 12/18/2025

Availability of Public Records for Inspection and Copying

In accordance with **Ohio Revised Code 149.43**, Ann Jerkins-Harris Academy of Educational Excellence is committed to providing timely access to public records while protecting records exempt from disclosure by law. A “public record” includes records kept by the School that document the organization, functions, policies, decisions, procedures, operations, or other activities of the School, as defined by Ohio law.

Availability of Records

- Public records shall be **promptly prepared** and made available for **inspection** during regular business hours.
- Copies of public records shall be provided within a **reasonable period of time**, subject to any lawful exemptions.
- The School may charge **actual cost** for copies, including copying and mailing expenses.

Request Process

- Public records requests may be made **in writing, electronically, or in person**.
- Requests are **not required** to be submitted in writing or to identify the requester.
- The requester is **not required** to state the purpose of the request.

Denial of Requests

If a request is denied, in whole or in part, the School shall provide:

- A written explanation citing the **legal authority** for the denial, and
- Information regarding the requester’s right to seek review under Ohio law.

Records Retention

The School shall maintain records in accordance with its approved records retention schedule and applicable Ohio law.

Public Records Custodian

The School Leader or designee shall serve as the **Public Records Custodian** and is responsible for ensuring compliance with this policy.