



## Groveport Madison Schools

4400 Marketing Place, Suite B  
Groveport, OH 43125  
(ph) 614-492-2520 | (fax) 614-492-2532  
[www.gocruisers.org](http://www.gocruisers.org)

### REQUESTS TO INSPECT OR RECEIVE COPIES OF PUBLIC RECORDS

"Public records" are defined in Ohio Revised Code (ORC) 149.43 as any document, device, or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District.

Groveport Madison Local Schools (GM Schools) officials recognize the importance of public records as the record of the acts of the School District and the repository of information about the District. Members of the public have the right to inspect and copy the records of the District, with certain exceptions.

The Treasurer, as well as his/her designee, are the persons responsible for the public records of the District. The District shall make the public records available for inspection and make copies of the public records available at cost.

Though not required, to enable GM Schools to do the following:

1. Coordinate its duties under the Public Records Act with its other essential and substantial legal responsibilities.
2. Assist in evaluating and managing responsiveness to public records requests.
3. Facilitate the mailing of public records where specifically requested.
4. Ensure compliance with pertinent laws (such as where personally identifiable student information is requested).
5. Permit the District to contact persons making public records requests as to the status of their requests.
6. Ensure the safety and integrity of the records; the District asks persons wishing to inspect or receive copies of public records to consider completing the included form.

GM Schools will promptly prepare available public records compliant with the request and make them available for inspection at reasonable times and make requested copies available within a reasonable period. Please note that promptness and reasonableness depend on the nature and scope of the request. When the request is for well-defined public records, there are no legal issues pertaining to disclosure, and the safety and integrity of the records are not at issue; responsive public records can be made available for immediate inspection.

We believe all Cruisers are valuable. We will unconditionally **SERVE, SUPPORT**, and **INSPIRE**. Therefore, every Cruiser will maximize their unique **PURPOSE, POTENTIAL**, and **POWER** to produce the results they want.

No public records may be removed from the office in which it is maintained without the authorization of the Treasurer.

When a person requests copies of GM Schools' public records, the District reserves the right to charge the requester a fee equivalent to the actual cost of making the copies. In these instances, payment will be required before the District incurs any expense to satisfy a request.

A person may request that copies of public records be mailed. Prepayment of the postage and other supplies used in that mailing (in addition to the actual costs of copying the public records) is required.

Under ORC 149.43(A) and 3319.321(A), the District is prohibited from disclosing "personally identifiable information concerning students attending a public school to any person or group for use in a profit-making plan or activity." This prohibition prohibits the District from providing any record containing personally identifiable information, including information that would otherwise constitute directory information.

If the request seeks personally identifiable information, before providing records pursuant to the request, the requestor must acknowledge that such records are not for use in a profit-making plan or activity.

**Please note that employees may be notified of public records requests.**

## PUBLIC RECORDS REQUEST

To facilitate the District's compliance with the public records requests under ORC 149.43, please provide the following information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Optional) (Optional)

Address: \_\_\_\_\_  
(Optional)

Email Address: \_\_\_\_\_  
(Optional)

Please indicate the following:

- I would like to review the public records.
- I would like a copy of the public records.
  
- I would like the records to be mailed to me at the above address (fee may apply).
- I would like the records emailed to me at the above email address.
- I will pick up copies of the records at the District's offices (fee may apply).

I wish to access the following record or records (please be as specific as possible): \_\_\_\_\_

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The purpose of this request is: \_\_\_\_\_

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(optional)

(Please note that personally-identifiable student information cannot be released if it is for use in a profit-making plan or activity. If your public records request includes such information, please read and sign the attached Acknowledgment.)

**Requests for public records should be made to: Groveport Madison Schools Office of Communications & Community Relations, 4400 Marketing Place, Suite, B. Groveport, Ohio 43125, by calling 614-492-2520, or by emailing [jeff.warner@gocruisers.org](mailto:jeff.warner@gocruisers.org).**