

Gates County Schools

Public Records Requests (Regulation Code 5070-R2)

Any staff member who receives a request for records from any citizen (other than a parent or guardian requesting educational records of their child, or a current or former staff member requesting their own personnel file materials) shall take the following steps upon receipt of the request:

1. Immediately inform the Superintendent and the Clerk to the Board of Education of the request. This may be forwarded by email or by furnishing a hard copy to their office.
2. Upon receipt of the request, the Superintendent will direct the proper custodian of the records to begin compiling the documents responsive to the request.
3. The staff member tasked with compiling the documents will do so as promptly as possible under the circumstances, in light of other duties, responsibilities and obligations of the district. In the event the employee anticipates needing more than three business days to process the request, they must notify the Superintendent and provide the anticipated date on which the documents will be compiled.
4. Once the documents have been compiled, they should be provided to the Superintendent or his designee.
5. Whenever the Superintendent determines that the request or proposed response of documents needs to be reviewed by the Board attorney, he shall have the documents provided to the Board attorney for review.
6. After the documents have been provided to the Superintendent and any necessary legal review has been conducted, the Superintendent or his designee will notify the requestor that the documents are ready. The documents will be made available for pick-up or sent to the requestor, in accordance with the request expressed by the requestor.
7. In the event that charges for copies or assembling the response can be assessed in compliance with North Carolina's Public Records Act, an invoice for same will be generated and the delivery or furnishing of the records will be conditioned upon payment of the invoice.
8. Any staff member who has a question at any time about complying with a public records request is encouraged to communicate directly with the Superintendent about the request.