

<b>Policy Title:</b>  <b>ACCESS TO PUBLIC RECORDS</b>	<b>Policy No.</b>	<b>No. of Pages</b>
	ADM01	2
	<b>Eff. Date</b>	<b>Rev. Date</b>
	1/9/2014	

- I. **PURPOSE:** To establish a policy governing access to public records and the protection of privileged or confidential information.
  
- II. **POLICY:** The Corporation and the Schools comply with the Hawaii Uniform Information Practices Act (UIPA). Consistent with the act, all public records prepared, owned, used, or retained by the Corporation or School shall be available for public inspection and copying during normal office hours in the office where they are located, except for the following:
  1. Personal information in files maintained by the Corporation or School to the extent that disclosure would violate any individual’s right to privacy.
  2. Personally identifiable information in any files maintained for students and any information protected by the Family Educational Rights and Privacy Act (FERPA).
  3. Test questions, scoring keys, and other examination data used to administer an employment or academic examination, or assessment.
  4. All applications for employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant.
  5. The residential addresses and residential telephone numbers of employees or volunteers which are held in personnel records, employment or volunteer rosters, or mailing lists of employees or volunteers.
  6. Any other information which is exempt from public inspection where disclosure about a person would be highly offensive to a reasonable person and is not of legitimate concern to the public.

The exemptions of this section shall be inapplicable to the extent that information, the disclosure of which would violate personal privacy or vital government interests, can be deleted from the specific records sought. No exception shall be construed to permit the non- disclosure of statistical information when such information is not descriptive of any readily identifiable person or persons.

- III. **PROCEDURE:** Request for public records access should be addressed in writing to the Principal of the School.

1. Requests for general information should be answered within the same working day when possible.
2. Other request should generally be answered within three (3) working days. When the three day provision cannot be met, the requestor should be informed of the expected time and the reason for the additional time.
3. Requestors may be charged the reasonable cost of reproduction. Such charge is at the discretion of the Principal.
4. The request and a copy of the reply will be maintained in a public records request file.
5. Should the Principal deny the public records request, the denial will be in writing, will state the reason for the denial, and will advise the requestor that he/she may appeal the denial to the Executive Director of the Corporation.

#### IV. GENERAL

1. The attached UIPA guide is considered a part of this policy and is not otherwise repeated herein.
2. Inappropriate or unauthorized release of information by a School employee in violation of this policy is subject to discipline up to and including discharge.