



PUBLIC INFORMATION REQUEST

Office of Public Affairs

Name: _____ Phone: _____

Mailing Address: _____

Email Address: _____

2105 -PUBLIC DOCUMENTS

The minutes, accounts, and other nonconfidential records of the Board of Education are public documents. They are in the custody of the Superintendent. The Superintendent or designee shall make such records available to the public, upon request and with reasonable notice, during regular business hours.

2105.1 The Superintendent shall charge persons who request copies of public records 20 cents per page and the actual cost of producing copies of computer records or other media. The first 10 pages shall be provided without charge, except in cases of multiple or routine requests from the same source. Higher fees may be assessed when producing copies that require extensive use of information technology resources or extensive clerical or supervisory assistance.

2105.2 Confidential records are not open to the public. These include student and personnel records, minutes of closed sessions (so long as public inspection would frustrate the purpose of the closed session), records pertaining to such matters as may be discussed in closed session, and such other records as may be required to be kept confidential by law or as may be exempt from disclosure.

Legal Reference: G.S.132-6.2

Adopted Effective: July 1, 1999

I have read Policy 2105: Public Documents and understand that there is a 20¢ per page charge for requests over 10 pages.

Signature: _____ Date: _____

I am requesting the following public information:

1. _____

2. _____

3. _____

Please submit your information request to the Office of Public Affairs by fax to 919-560-2007 or by email to carrie.johnson2@dpsnc.net.