

1.11a PUBLIC RECORDS REQUEST POLICY

Purpose: The purpose of this policy is to provide guidelines for any persons or public entity requesting information from Scholars Academy through a public records request.

Metrolina Regional Scholars Academy (“Scholars Academy”) allows for public records requests, with certain exceptions:

The public records of Scholars Academy shall mean any document that satisfies the definition of “public record” set forth in N.C. Gen. Stat §132-1, et seq. and does not fall within any of the exceptions set forth therein, as the definition and exceptions are amended from time to time and as the definition and exceptions are interpreted by state, federal and/or local courts.

Requests for public records shall be made in writing (electronic or paper) to the Executive Director or other designated Open Records Officer. The Open Records Act sets forth the various specifications for the contents of a written request. The request shall include the name of the requester and the address to which Scholars Academy should address its response. The request shall identify or describe the records sought with sufficient specificity to enable Scholars Academy to ascertain the records being requested. Scholars Academy will not recognize anonymous requests for the review of public records.

The Executive Director or designated Open Records Officer shall act upon every defined written request (whether made in person, by mail, fax or electronic mail) within ten (10) business days of receipt during normal school hours as determined by the Scholars Academy calendar. Any partial days or school holidays will not count towards the allotted ten (10) business days. If the Executive Director or designated Open Records Officer determines action upon the request will take more than ten (10) business days, written notice shall be given to the Requester indicating a reasonable date that the response is expected to be provided.

If a written request for access to a record is denied or deemed denied, the Requester may file an appeal to the Scholars Academy Board (“the Board”) within fifteen (15) business days of the mailing date of Scholars Academy’s denial or of the date the request is deemed denied. The appeal should state the grounds upon which the Requester asserts that the record is a public record or financial record and shall address any grounds stated by Scholars Academy for delaying or denying the request.

Unless the Requester agrees otherwise, the Board shall make a final determination, which shall be mailed to the Requester within the thirty (30) days following the next publicly scheduled Board meeting occurring after receipt of the appeal. If the Board fails to issue a final determination within that period, the appeal is deemed denied.

Fees for duplication of records by Scholars Academy shall be established by Scholars Academy and based on the actual costs of making copies. A special service charge shall be imposed upon the Requester for any additional fees incurred by Scholars Academy for complying with a request. All such fees must be reasonable.

Date Adopted: October 23, 2023