




Access to Public Records and Freedom of Information Act (FOIA) Requests

	 Access to Public Records and Freedom of Information Act (FOIA) Requests	
<p>Policy Statement</p>	<p>Individuals or agencies shall be granted access to the school’s public records under the following terms and conditions:</p> <ul style="list-style-type: none"> • Requests shall be in writing, signed, and shall clearly identify the specific public record sought. • Personally identifiable information shall not be available to the public. • Review of the requested documents shall be during regular business hours and in the presence of a school employee. • No original documents shall be removed from property. • Requested documents may be copied in existing form. • The requester shall pay a reasonable charge for the copying, as established by school procedures. • Documents may be provided in electronic format with the same per-page charge as copied documents. • In non-routine circumstances in which a School employee with specialized technology skills must access information, a charge will be based on that employee’s hourly overtime wages or an hourly rate based on an annual salary. • Requests for documents shall not interrupt the normal operations of the district. • Requests shall be kept on file for three years. • All requests shall be filled within ten business days unless it is impractical to do so. In case of delay, the Headmaster shall approve an extension and shall notify the requesting party in writing of the reason for the delay and the day, date, and time on which the records shall be available. 	
<p>Definitions</p>	<p>Public records: Those records as defined by Delaware Code as those the School owns, made, used, retained, received, produced, composed, drafted, or otherwise compiled and collected relating in any way to public business, public purposes, or the public interest. Requests which require an employee to create a record from existing records are not subject to FOIA or this policy.</p>	
<p>Responsibility</p>	<p>The Headmaster shall develop procedures for handling FOIA requests and appoint an FOIA Officer. The FOIA Officer shall be responsible implementing the procedures and for updating the Headmaster and Board on any changes in FOIA laws or regulations.</p> <p>The Headmaster and/or FOIA Officer shall prepare an annual report on FOIA requests for the Board.</p>	

References	29 Del. C. §10001-10003 Related Documents: Academia Charter School Freedom of Information Act Request Form	
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ACADEMIA CHARTER SCHOOL FREEDOM OF INFORMATION ACT REQUEST FORM

Date of Request: _____

I hereby request copies of the following public record(s) or document(s). **(Please explain your request in detail and include fiscal year, if applicable.)**

I understand that Academia Charter School will assess a fee of \$0.10 for each page copied and, in special circumstances, additional fees. I understand that Odyssey will contact me with an estimate of fees.

Detail of Request:

(PRINT) Requester's Name Requester's Signature

Company/Business Address

Address

Telephone Number

Email

Fax Number

Official Use Only

Date Received: _____

Amount Due: _____

Check No./Credit Card No: _____

Designee

Date Paid: _____

FOIA Request No. _____ - _____
