

KIPP: Nashville Board of Directors

Monitoring:	Descriptor Term:	Policy:	Issued:
Annually	Public Records	1407	12/6/2019

1 KIPP Nashville shall maintain all school district records required by law, regulation, and
2 board policy. KIPP Nashville schools shall follow the district's records retention schedule.

3 Any citizen of Tennessee shall be permitted during business hours to inspect public
4 records maintained by the school district unless otherwise prohibited by law. Any citizen
5 of Tennessee may request in writing and receive copies of open public records subject to
6 the payment of reasonable cost.

7 No records pertaining to individual students will be released for inspection by the public
8 or any unauthorized persons. In addition, information, records, and plans related to
9 security and safety will not be released for public inspection.¹¹

10 All requests to inspect or receive copies of records shall be submitted to the Executive
11 Director or his/her designee.

12 Prior to producing any record, the records custodian shall ensure confidential
13 information is redacted. Original documents remain intact and confidential information in
14 copies produced for a requester shall be redacted.

15 REQUEST PROCEDURE

16 Citizens requesting to inspect public records shall submit their request and a government
17 issued photo identification card with the citizen's address to KIPP Nashville's Executive
18 Director. Requests may be made by mail or email. Requests to view public records may
19 be submitted in person or by telephone, fax, mail, or email. KIPP Nashville may require an
20 appointment for inspection or may require inspection of records at an alternate location.

21 For copies of public records, requests must be made in writing addressed to the
22 Executive Director or submitted via email to info@kippnashville.org. KIPP Nashville shall
23 reply promptly to a public record request in the most economic and efficient manner
24 practicable. A requestor will not be allowed to make copies of records with personal
25 equipment. Copies will be available for pickup at a location specified by the Executive
26 Director of his/her designee.

27 If the records cannot be made available within seven (7) business days, the Executive
28 Director or his/her designee shall provide a letter indicating the time needed to complete
29 the request.

- 1 If the request to inspect is denied, the Executive Director or his/her designee shall
- 2 provide the citizen with a records request denial letter indicating the basis for the denial.