

## **POLICY: BHDA**

### **SCHOOL BOARD CORRESPONDENCE**

1. Correspondence to the school board shall be considered a public record and as such, shall be maintained in accordance with provisions of 1 V.S.A. Subchapter 3, "Access to Public Records."
2. School Board Correspondence shall be defined as correspondence which is documented in the form of all paper(s), documents: machine readable or electronic data, or any other written or recorded matters, regardless of their physical forms or characteristics, that are produced or acquired in the course of school board business in accordance with 1 V.S.A. 317 (b). Further, to be included under the aforementioned category, school correspondence must be addressed to the Chairperson of the Board of School Directors or to the Superintendent of Schools, or responses to such correspondence from the Board of School Directors or Superintendent of Schools.
3. Under provisions of 1 V.S.A. 317 (c), as amended, and the provisions of the Federal Family Educational Rights and Privacy Act of 1974 (P.L. 93-380), correspondence may be exempt from public inspection. Also exempt are documents that might subject a person to embarrassment, harassment, disgrace, or loss of employment or friends in accordance with Trombly 160 VT at 110. The determination of whether a record is exempt from public inspection shall be made by the "Custodian of Records."
4. The Superintendent of Schools shall be the "Custodian of Records" in accordance with 1 V.S.A. 318.
5. In conjunction with items #1-#4 above, correspondence shall be placed on file at the Superintendent of Schools office, and shall be made accessible to the public under the provisions of 1 V.S.A. 316, and Public Records Law , 1 V.S.A. Subchapter 3, "Access to Public Records."
6. The receipt of all correspondence by the Norwich Board of School Directors will be acknowledged by the Chairperson of the Norwich Board of School Directors or his/her designee. Said acknowledgement may be made in writing, or when appropriate, through other forms of communication.
7. The organization and contents of the correspondence file shall include all correspondence received by the Norwich Board of School Directors within the last five years. Correspondence should be filed in chronological order starting with the most recent correspondence at the front of the file. Also in the front of the file shall be a log listing each correspondence received, the date received and the topic of the

correspondence. Documented responses to the original correspondence should be attached to the original correspondence.

ADOPTED: Norwich 1 October 1998