

Envision Education Public Records Act Policy

Envision Education complies with the Public Records Act.

- Public records are broadly understood to be any writing containing information relating to the conduct of a public business prepared, owned, used, or retained regardless of physical form or characteristics.
- Public records requests are accepted by any employee of Envision Education and through any means - verbally or written.
- Public records requests are referred to the Sr. Manager of Operations & Facilities to process, collect, review, and respond to.
- Public records are responded to within 10 days with either the:
 - Information requested
 - An extension up to 14 days and its reason (e.g. large volume, records stored off-site, need for outside consultation regarding the request)
 - Denial of the request and its reason (e.g. exemptions due to work product, attorney-client privilege, personnel records, proprietary information)
- Envision Education complies with the Family Educational Rights and Privacy Act (FERPA) for requests related to educational records.