

**1.0 POLICY:**

Requests to inspect and/or to receive copies of Metro Technology Centers' public records shall be made to the Executive Administrative Assistant in the superintendent's office, located on the upper floor of the Business Conference Center, 1900 Springlake Drive.

Records deemed confidential by federal or state law will not be provided.

**2.0 CROSS REFERENCE:** BP-10001

**3.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
06-9-86	A	Adopted
08-8-94	B	Revised
05-12-97	C	Revised
09-22-03	D	Reformatted
12-15-03	E	Legal references reviewed and revised as necessary
11-22-04	F	Revised
09-22-10	G	Revised format
13-Sep-11	H	Added cross reference BP-10001 and deleted cross reference BP-10014
07-May-13	I	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework

**\*\*\* End of Policy \*\*\***