



Public Records Request Policy

Purpose: The purpose of this policy is to provide guidelines for any person or public entity requesting information from Voyager through a public records request.

Voyager allows for public records requests, with certain exceptions.

The public records of Voyager shall mean any document that satisfies the general definition of “public record” set forth in North Carolina General Statute, Section 132 *et. seq.* and any other applicable laws , and does not fall within any of the exceptions set forth therein, as the definition and exceptions are amended from time to time and as the definition and exceptions are interpreted by state, federal and/or local courts.

Requests for public records shall be made in writing (electronic or paper) to the Director of Operations, Board of Directors Secretary or other designated Open Records Officer. The Open Records Act sets forth the various specifications for the contents of a written request. The request shall include the name of the requester and the address to which Voyager should address its response. The request shall identify or describe the records sought with sufficient specificity to enable Voyager to ascertain the records being requested. Voyager will not recognize anonymous requests for the review of public records.

The Managing Director, Board of Directors Secretary or designee of the Managing Director shall act upon every defined written request (whether made in person, by mail, fax or electronic mail) within a reasonable time.

If a written request for access to a record is denied or deemed denied, the Requester may file an appeal to the Voyager Board (“the Board”) within fifteen (15) business days of the mailing date of Voyager’s denial or of the date the request is deemed denied. The appeal should state the grounds upon which the Requester asserts that the record is a public record or financial record and shall address any grounds stated by Voyager for delaying or denying the request.

Unless the Requester agrees otherwise, the Board shall make a final determination, which shall be mailed to the Requester and Voyager within thirty (30) days of receipt of the appeal. If the Board fails to issue a final determination within thirty (30) days, the appeal is deemed denied.

The School shall establish reasonable fees for duplication of records in accordance with NC law.