





# STATE OF INDIANA

ERIC J. HOLCOMB, Governor

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## ANALYSIS

The public policy of the APRA states that “(p)roviding persons with information is an essential function of a representative government and an integral part of the routine duties of public officials and employees, whose duty it is to provide the information.” *See Indiana Code § 5-14-3-1*. The Warsaw Community High School is a public agency for the purposes of the APRA. *See Indiana Code § 5-14-3-2(n)*. Accordingly, any person has the right to inspect and copy the WCHS disclosable public records during regular business hours unless the records are protected from disclosure as confidential or otherwise exempt under the APRA. *See Indiana Code § 5-14-3-3(a)*.

The School responded as soon as possible after being closed during winter break. Submitting a public records request to any school on or around December 30 should be accompanied with an expectation that a response will be delayed until school is back in session.

As for the video footage, routine surveillance video may be deleted after 30 days pursuant to the local and state retention schedule found at [http://www.in.gov/iara/files/county\\_general.pdf](http://www.in.gov/iara/files/county_general.pdf) (See GEN-43). From the information provided, it appears as if WCHS had the discretion to properly delete this video.

## CONCLUSION

Based on the foregoing, it is the Opinion of the Public Access Counselor the Warsaw Community High School did not violate the Access to Public Records Act.

Luke H. Britt

A handwritten signature in black ink, appearing to read "L. Britt", written in a cursive style.

Public Access Counselor

Cc: Mr. Troy W. Akers