



## **ACCESS TO PUBLIC RECORDS POLICY**

Adopted March 22, 2022

Reviewed March 24, 2026

Indiana Code 5-14-3 governs access to public records and states that all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees.

In accordance with this policy, the records of the Lawrenceburg Public Library District are open to the public for inspection. A listing of the types of materials available for examination is located in IC 5-14-3-2. Any person may inspect and copy the public records of the library during the regular business hours of the library. Requests for information must be made in writing and provide the name and telephone number of the requesting individual. The requester must pay any cost incurred in copying materials.

Materials declared confidential by state or federal statute as outlined in IC 5-14-3-4 are exempt from disclosure. In addition, the following public records are exempt from disclosure:

### **Personnel files of the library employees and files of applicants for employment, except for:**

- The individual's name, compensation, education, description, job title, training background, previous work experience, dates of first and last employment of present or former employees of the library.
- Information relating to the status of any formal charges against an employee.
- Information regarding disciplinary actions in which final action has been taken and which resulted in the disciplining or discharging of an employee.

**However, all personnel information is available to the affected employee or his/her appointed representative. General personnel information on all employees or for groups of employees, without individual names, may not be excepted from disclosure. Names and addresses of employees may not be disclosed by the political subdivision to commercial entities and may not be used by commercial entities for commercial purposes. [IC 5-14-3-14(c)]**

**Any administrative or technical information which could jeopardize a record-keeping or security system.**

- Computer programs, codes, filing systems and other software owned by the Library or entrusted to it.
- Records prepared specifically for discussion, or created during discussion at any legally called executive session under IC 5-14-1.5-6.1
- The identity of a donor of a gift made to the library, if the donor requires anonymity as a condition of the gift.
- Library or archival records:
  - Which can be used to identify any library patron; or
  - Deposited with, or acquired by, a library upon a condition that the records be disclosed only (i) to qualified researchers;(ii) after the passing of a period of years that is specified in the documents under which the deposit of acquisition is made; or (iii) after the death of persons specified at the time of the acquisition or deposit.