

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 1.407.2

Redaction of Confidential Information

from Public Records

Prior to producing any record, the records custodian shall ensure confidential information is redacted. Original documents remain intact, and confidential information in copies produced for a requestor shall be redacted.

Certain information maintained by the school district would be deemed confidential and need to be redacted from a public record, unless authorized by the individual or required by state or federal law. The following are examples of confidential information that may be found in a public record, including but not limited to:

1. Employee's telephone number;
2. Employee's bank account information;
3. Employee/student social security number; and
4. Employee/student driver's license information – except where driving or operating a vehicle is considered to be a part of the employee's duties.

When confidential information is being redacted due to a public records request, the following guidelines shall be used:*

1. The records custodian will determine which information within the public record is deemed confidential.
2. If a record is maintained as a paper copy, a copy of the original document shall be made to ensure the integrity of the original document.
3. If a record is maintained electronically, a paper copy of this record shall be made for redaction purposes.
4. Once the confidential information is located with the document, this information shall be marked out with a black marker.
5. After all confidential information has been marked out, a copy of this redacted document shall be made to ensure that the requestor can't view the information through the marked-out redaction.
6. If the records custodian has a question as to the confidential nature of certain information within the record, he/she shall direct these questions to Board of Education attorney.
7. The records custodian must keep a written record of the basis of each redaction, which shall be provided to the requestor. The basis given for redaction shall be general in nature and not disclose confidential information.

EXEMPTED RECORDS

The following records are excluded from public inspection, including but not limited to:

1. Student Records (depending on the circumstances of the request);

2. Medical Records;
3. Teacher Effect Data and Teacher Evaluations; and
4. Security and Safety Records

*NOTE: Information regarding the redaction of confidential information can be found on the website of the Office of Open Records Counsel: <https://comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-18>