

# Richard Allen Schools

*Sowing Seeds of Knowledge...Growing Trees of Wisdom*

**Richard Allen Academy  
Edgemont Campus**  
700 Heck Avenue  
Dayton, OH 45417  
Phone: 937-586-9815  
Fax: 937-586-0271

**Richard Allen Academy II  
Downtown Campus**  
184 Salem Avenue  
Dayton, OH 45406  
Phone: 937-586-9756  
Fax: 937-586-9764

**Richard Allen Preparatory  
Salem Avenue Campus**  
627 Salem Avenue  
Dayton, OH 45406  
Phone: 937-278-4201  
Fax: 937-278-4229

**Richard Allen Academy III  
Hamilton Campus**  
1206 Shuler Avenue  
Hamilton, OH 45011  
Phone: 513-868-2900  
Fax: 513-868-0498

**Richard Allen Schools  
Executive Office**  
368 South Patterson Blvd.  
Dayton, OH 45402  
Phone: 937-586-9500  
Fax: 937-586-9491

[www.richardallenschools.com](http://www.richardallenschools.com)

## Public Records Policy

The School will utilize the following procedures regarding the availability of public records. Any person may inspect and copy the public records of the School during the regular business hours of the office in which such records are maintained provided that advance notice of such intended inspection has been given the custodian of the records not less than twenty (20) working days before the inspection. A school employee or representative will be present during inspection of the records.

A viewer may purchase copies of the School's public records upon payment of a fee not to exceed the cost for reproduction and handling.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

The Board authorizes the School leadership or his or her designee to dispose of, on a daily basis, routine messages transmitted by means of voice mail or E-mail, provided the messages do not alter existing School records.

The Board limits the number of records transmitted by US Mail to ten per month, unless the requesting party certifies in writing that the records or information therein will not be used or forwarded for commercial purposes as defined in the Ohio Revised Code §149.43.

