

SCHOOL-COMMUNITY RELATIONS

Series 900

POLICY TITLE EXAMINATION OF DISTRICT PUBLIC RECORDS

No. 901

Public Records of the District may be viewed by the public during the regular business hours of the administrative office of the District. These hours are 7:45 a.m. to 4:15 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to review the District's public records shall contact the Board Secretary and make arrangements for the viewing. It shall be the responsibility of the Board Secretary to respond to requests for viewing and receiving public records of the District as soon as practicable, depending upon the nature of the request.

Persons may request copies of public records in person and in writing, including electronically. The District may require pre-payment of the costs prior to copying and mailing.

Persons requesting copies shall be assessed a fee established by the District for the copies as well as for time in collection and examination of information. Persons requesting compilation of data shall be assessed a fee for time of the District employee to compile such data. The district will work to provide an estimate of the costs associated with an individual's specific request for public records.

Records defined by law as confidential records shall only be viewed or copied upon receipt of written permission by the Board Secretary from the person or entity whose confidential records are being requested or upon approval of District Legal counsel. Those records include, but are not limited to:

- Security Procedures
- Emergency Preparedness Procedures
- Evacuation Procedures
- Security Codes and Passwords
- Non-Directory Student Information
- Personal Personnel Records

The Board Secretary shall be the custodian of District and Board records and shall maintain them accurately. It is the responsibility of the Board Secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

Legal Reference: Iowa Code §§ 21.4; 22.7; 291.6 (2014).
1980 Op. Att'y Gen. 88.
1972 Op. Att'y Gen. 158.
1968 Op. Att'y Gen. 656.

Cross Reference: 215 Board of Directors' Records
401.5 Employee Records

506 Student Records
708 Care, Maintenance, and Disposal of School District Records
902.1 News Media Relations

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