

## 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 complete the online public records request form, located on the district website. 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 reasonable 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 reasonable 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. The district will make every effort to provide the public record requested at no cost, other than copying costs, for a record which takes less than one hour to produce.

Costs for legal services utilized or for the redaction or review of legally protected confidential information may also be assessed to the individual requesting the records. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

- Pursuant to Iowa law, the board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following: Security Procedures
- Emergency Preparedness Procedures
- Evacuation Procedures
- Security Codes and Passwords
- Non-Directory Student Information
- Personal Personnel Records
- Any Attorney-Client Privileged Information

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.  
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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