

Policy 0901.00: Public Examination of School District Records

Status: ADOPTED

Original Adopted Date: 07/20/2020 | **Last Reviewed Date:** 07/20/2020

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 7:30AM to 4:30PM, Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the Chief Financial Officer and make arrangements for the viewing. The Chief Financial Officer will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request copies of public records by telephone or in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing. The District requests that the form on the district website be completed and turned into the Director of Community Relations.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. 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
- *Any other items that have been deemed confidential by state or federal law*

It is the responsibility of the Chief Financial Officer to maintain accurate and current records of the school district. It is the responsibility of the Chief Financial Officer to respond in a timely manner to requests for viewing and receiving public information of the school district.

Legal References:

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 References:

Board of Director's Records
Employee Records
Student Records
Care, Maintenance, and Disposal of School District Records
News Media Relations
