

Code No. 901 PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

The public may view public records of the school district during the regular business hours of the administration offices of the school district. These hours are 9 a. m. to noon and 1 p. m. to 4 p. m. Monday through Friday, except for holidays and recesses.

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

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.

Records defined by law as confidential records are viewed or copied upon receipt of written permission by the board secretary or superintendent from the person or entity whose confidential records are being requested.

It is the responsibility of the board secretary to maintain accurate and current records of the school district. 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 ;291.6 (2003).

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

First Reading: March 19, 2018 **Second Reading: April 9, 2018**