

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

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 8:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and the summer schedule where Friday hours in June and July are from 7:30 A.M. - 12:00 PM.

Persons wishing to view the school district's public records shall 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 shall 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 not limited to, the following:

- Security plans and procedures
- Emergency response plans and procedures
- Evacuation plans and procedures
- Medical emergency response plans and procedures
- Evaluations and/or assessments of emergency, security and evacuation plans and procedures
- Agendas or minutes of interagency security meetings
- Security codes, passwords, radio frequencies, secure telephone numbers

It shall be the responsibility of the board secretary to maintain accurate and current records of the school district. It shall be 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 (2015).
1980 Op. Att'y Gen. 88.
1972 Op. Att'y Gen. 158.
1968 Op. Att'y Gen. 656.

Cross Reference: 218 Board of Directors' Records
401.6 Employee Records
506 Student Records
902.1 News Media Relations

Approved 11/8/76

Reviewed 6/13/2016

Revised 3/12/2007