

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 building of the school district. These hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, except for holidays and recesses. Summer hours will be Monday through Thursday 8:00 a.m. to 4:30 p.m., and Friday 8:00 a.m. to 12:00 p.m.

Persons wishing to view the school district's public records shall contact the superintendent and make arrangements for the viewing. The superintendent 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 in writing, including electronically. The school district may require pre-payment of the cost prior to copy and mailing.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of data may be assessed a fee for the time of the school district employee to compile such data.

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

It shall be the responsibility of the superintendent to maintain accurate and current records of the school district. It shall be the responsibility of the superintendent 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 (2011).
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 General Personnel Records
506 Student Records
708 Care, Maintenance, and Disposal of School District Records
709 Data Management
711.4 School Food Service Records and Reports

Approved: March 11, 1991
Reviewed: May 28, 2013
Revised: January 22, 2007