

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during regular business hours of the administration offices of the school district. These hours are 9:00 a.m. to 4:00 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 **as custodian of district records, or their designee** and make arrangements for the viewing. The board secretary **as custodian of district records, or their designee** 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 costs prior to copy and mailing.

Persons wanting copies may be assessed a reasonable fee for the copy. Persons wanting compilation of information may be assessed a reasonable 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. 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 thirty minutes to produce.

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

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 **as custodian of district records or their designee** 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.

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

Adopted: 08/15/2005

Modified: 06/02/2025

Reviewed: 06/02/2025

