

# Series 1000 – School/Community Relations

Policy Title: Public Records

Policy Code No. 1001.6

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Every citizen shall have the right to examine and make copies of all public records of the school district. The records are maintained in the District Administration Office and are available for examination during normal office hours; these hours are 8:00 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 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.

All examination and copying of records shall be done under the supervision of the lawful custodian of the documents, or designee.

The district may charge a reasonable service fee for making duplicate copies of original documents upon request, or for the time supervising the examination of original documents. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. Fees will be determined in advance.

Certain records are defined by law as being confidential and are not available for public examination. 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
- Personnel records
- Student records
- Employee payroll records

Date of Adoption 09/11/1989

Review Date 01/10/2011

Revision Date 07/12/2004

Legal Ref.: Iowa Code §§ 21.4, 22  
281 Iowa Admin. Code 12.3(1).  
1980 Op. Att'y Gen. 88.  
1974 Op. Att'y Gen. 430.

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1972 Op. Att'y Gen. 158.

1968 Op. Att'y Gen 518, 656.

Cross Ref.: Board Policy

204.17 Board of Education Records

805.1 Board of Directors Records