

**Policy 901: Public Examination of School District Records**

**Status: ADOPTED**

**Original Adopted Date:** 05/01/2022 | **Last Revised Date:** 06/10/2025 | **Last Reviewed Date:** 06/10/2025

Public records of the District may be viewed by the public during the regular business hours of the administration offices of the District. 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 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 practical, depending on the nature of the request.

Persons may request copies of public records by telephone or in writing, including electronically. The 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 review and compile the requested information. 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.

Costs for legal services utilized for the redaction or review of legally protected confidential information may also be assessed to the individual requesting the records. Printing of materials for the public at the expense of the District will only occur when the event is sponsored by the 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 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 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 District.

Legal Reference: Iowa Code §§ 21.4; 22.7; 291.6.