

Public records of the school district may be viewed by the public during the regular business hours of the school district's administration offices. 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.

Persons may request copies of public records by telephone or in writing, including electronically. Persons wanting copies may be assessed a fee for the copies. The school district may require pre-payment of the costs prior to copying and mailing.

Persons wanting compilations of information may be assessed a fee for the time of the employee to compile the requested information.

Records defined by law as confidential records may be viewed or copied only in accordance with the law.

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 to respond in a timely manner to requests for viewing and receiving public information of the school district.

Date of Adoption: 2/24/14