

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 reasonable 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 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 school district will only occur when the event is sponsored by the school 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 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.

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