

## PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the Education Service Center. These hours are normally 8:00 a.m. to 4:30 p.m., or in summer, 7:30 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 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 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 school district will only occur when the event is sponsored by the school district.

Records defined by law as confidential records are viewed or copied only upon receipt of written permission by the board secretary or superintendent from the person or entity whose confidential records are being requested. If the record is that of a minor, permission to view or copy the record may be granted only by the parent or legal guardian.

Pursuant to Iowa law, the board has determined certain records may remain confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

- Security/safety procedures
- Emergency preparedness procedures including building floor plans and location of family reunion centers
- Evacuation procedures including location of alternate sites and evacuation routes
- Security codes and passwords
- Technology infrastructure and security documentation

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.

Legal Ref: Iowa Code §§ 21.4; 22.7; 291.6 (2014).

Cross Ref: 210.0 Meetings of the Board of Education  
212.0 Minutes  
401.4 Employee Records  
506.3 Student Records Access  
900.2 News Media Relations

ADOPTED: 9/28/98  
6/10/02  
2/13/06  
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10/13/08  
7/21/14  
8/26/24

Reviewed: 5/2/02, 1/5/06, 9/14/06, 9/7/08, 3/12/13, 5/15/14, 2/7/19, 8/1/24