

SCHOOL-COMMUNITY RELATIONS

Series 1000

Policy Title: **Citizen Requests for Information**

Code Number: **1003.1**

Public records of the District may be viewed by the public during the regular business hours of the Education Service Center. These hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except for holidays and recesses.

Persons wishing to view the District's public records will contact the Board Secretary and make arrangements for the viewing. The Board Secretary 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 copying and mailing.

Persons wanting copies may be assessed a fee for said copies. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. Printing of materials for the public at the expense of the District will only occur when the event is sponsored by the District.

First Adoption: July 25, 2000
Revision Adoption: June 12, 2006/April 27, 2009
Legal Reference: Chapter 22, FERPA

Board Policy Document

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:

- Personnel records
- Individual student records (protected by FERPA)
- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords

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