

Board Policy Document

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**SCHOOL-COMMUNITY RELATIONS**

***Series 1000***

**Policy Title:           Citizen Requests for Information**

**Code Number:        1003.1**

The State of Iowa has defined public records and the right to access public records, as well as the exceptions to that right.

District records considered open under these laws may be viewed by citizens during the regular business hours of the Education Service Center, 8:00 a.m. to 5:00 p.m., Monday through Friday, except for scheduled holidays. Persons wishing to review such records should first contact the Board Secretary for an appointment. No original documents, audio-video tapes nor records shall be removed from District premises. A copy fee of \$.20 per page, \$3.00 per audiocassette tape, and \$5.00 per videotape will be charged. Reasonable fees for staff time in retrieval, compilation and/or copying of the requested materials may be assessed by the District. Such an assessment will be disclosed to, and must be agreed upon, by the requesting citizen, prior to completion of the inquiry.

The Board Secretary will respond to citizen requests in a timely fashion.

In addition to the requirements and exemptions covered by state statute, portions of personnel records may be confidential. FERPA requirements apply to individual student records.

First Adoption:       July 25, 2000

Revision Adoption:   June 12, 2006

Legal Reference:     Chapter 22, FERPA