

Public Access to District Records

The Board supports the public's right to examine and to obtain a copy of the District's records, subject to such restrictions as are set by federal law or regulations, by state law, or by pertinent court rulings.

The law stipulates that:

- no inquiry can be made of any person who requests a public record to determine why the information is needed.
- the person may be required to put the request in writing and to provide his/her name(s), address, and telephone number.
- any fee, including the actual costs and personnel costs, for making copies of the public records may be calculated and charged according to law.
- the request must be granted or denied in writing within three (3) working days.
- if more than three (3) working days are needed to find or retrieve the records, the person must be notified in writing and the request must be granted or denied within ten (10) working days unless it is determined the existing electronic record requested will first have to be converted to another electronic format, in which case the District shall provide the converted public record at a time mutually agreed upon between the agency and the requester.
- certain public records by law or regulation are exempt from disclosure:
  - Policy 1530 Records Available to Public
  - Emergency Response Plans
- District personnel have the right to maintain sufficient vigilance to prevent records from being altered or destroyed.
- denial of any portion of the request must be made in writing.
- the distribution or sale of mailing or telephone number lists without first securing the permission of those on the list is prohibited.

Cross Reference: 1530 Records Available to Public

Legal Reference: I.C. § 9-337 et seq. Definitions  
I.C. § -304B Records Exempt from Disclosure  
Family Educational Rights and Privacy Act, 34CFR part 99

Policy History:

Adopted on: October 19, 2009

Revised on: