

Board Policy

Code No. 901

PUBLIC EXAMINATION OF SCHOOL DISTRICT PUBLIC RECORDS

The District welcomes public interest in the schools and their operation. To that end, all public records of the school district as defined by Iowa Code Chapter 22 may be examined by the public during the regular business hours of the administration offices of the school district. These hours are 7:30 a.m. to 4:30 p.m. Monday through Friday, except for holidays.

Persons wishing to examine the school district's public records shall contact the superintendent or designee and make arrangements for the examination. Arrangements for the examination of public records will be made 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 requesting copies will be assessed an actual fee for the copy. For requests requiring retrieval of data, requestors will be assessed an actual fee for the time used by the specific employee or employees to retrieve the requested data, if the retrieval process exceeds 30 minutes of staff time. Persons desiring to examine records shall pay any necessary expenses for providing a place for examining or copying records. Persons examining public records may be charged an actual fee for the custodian's supervision of the examination.

This policy does not apply to records made confidential by Iowa Code Section 22.7 or other law. 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

It shall be the responsibility of the Superintendent to maintain accurate and current records of the school district and respond in a timely manner to requests for viewing and receiving public information of the school district.

Legal Reference: Iowa Code §§ 21.4; 22; 291.6 (2011).
1980 Op. Att'y Gen. 88.
1972 Op. Att'y Gen. 158.
1968 Op. Att'y Gen. 656.

Bettendorf Community School District

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Cross Reference: 401.5 *Employee Records*
 506 *Student Records*
 708 *Care, Maintenance, and Disposal of School District Records*
 902.1 *News Media Relations*

Approved: October 16, 2000

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