

## Board Policy

Code No. 901

### **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 administration offices of the school district. These hours are 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. – 4 p.m. on Friday except for holidays and recesses.

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 a fee for the copy. 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 school district will only occur when the event is sponsored by the school district.

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 or designee 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.

*Cross Reference:* 215 Board of Director Records  
401.5 Employee Records  
506 Student Records  
708 Care, Maintenance, and Disposal of School District Records  
902.1 News Media Relations

Bettendorf Community School District  
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