Community Relations

Public Access to School Records - Examination, Making Memoranda, and Copying

1. The School District, through the Superintendent, shall provide interested persons access to

the records of the School District as required by law. Such access shall include the opportunity to

examine School District records, when permitted by law. The School District shall not make

records of individual students, personnel, or other confidential material available, except as

allowed by law or compelled by court order.

2. Records may be examined at the School District offices during the hours such offices are

open for the ordinary transaction of business. School district offices will be open for the ordinary

transaction of business (a) during the school year on such days as school is in session, and (b)

during the summer months when school is not in session, Monday through Friday, except legal

holidays or other days the District is closed.

3. Records may be obtained in the form in which the record is maintained including, but not

limited to, printouts, electronic data, and photocopies. The School District will not be required to

produce or generate any record in a new or different form or format modified from that of the

original School District record. Copies of records may be made as follows:

(a) Copies may be made by persons using their own copying or photocopying

equipment, provided that such copies shall be made on the premises of the School District

offices or at a location mutually agreed to by the requester and the School District.

(b) Copies may be obtained from the School District if the School District has copying

equipment reasonably available, and upon payment of a fee for providing copies. The

Superintendent shall determine a reasonable fee for the copying of school district records,

provided that such fee is not to exceed the actual cost of making the copies available. If

the copies requested are estimated by the School District to be more than fifty dollars

($50.00), the School District may require the requester to furnish a deposit prior to fulfilling

such request.

4. For residents of Nebraska and news media desiring to submit a public records request to

the School District, a requester must submit a written request to the School District. Upon written request for access to records, the School District will provide to the requester as soon as is practicable and without delay, but not more than four (4) business days after actual receipt of the request:

(a) Access to or, if copying equipment is reasonably available, copies of the school

district records requested;

(b) A written denial of the request, or portion thereof, if there is a legal basis for such

denial of access to school district records on a written form from the school district; or

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(c) If the entire request cannot with reasonable good faith efforts be fulfilled within

four (4) business days after actual receipt of the request due to the significant difficulty or

extensiveness of the request, the school district shall provide a written explanation,

including the earliest practicable date for fulfilling the request, and estimate of the expected

cost of any copies, and an opportunity to modify or prioritize the items within the request.

If the response to the request is expected to require more than eight cumulative hours of

staff time spent searching, identifying, physically redacting, or copying, the District may

require the requester to furnish a deposit, as permitted under the Public Records Request

Laws.

5. For nonresidents of Nebraska, a requester must submit a written request to the School

District. The School District may then require the requester to submit a deposit, as permitted under the Public Records Request Laws.

Legal Reference: Neb. Rev. Stat. Sec. 84-712 et seq.

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