

Lewistown School District

THE BOARD OF TRUSTEES

1401

Records Available to Public

All District records except those restricted by state and federal law shall be available to citizens for inspection at the Clerk's office.

In accordance with 20-9-213(1), MCA, the record of the accounting of school funds shall be open to public inspection at any meeting of the trustees. A fee may be charged for any copies requested. Copies will be available within a reasonable amount of time following the request.

A written copy of the Board's minutes shall be available to the general public within five (5) working days following approval of the minutes of the Board, at a cost of fifteen cents (15¢) per page. If requested, one (1) free copy shall be provided to local press within five (5) working days following approval by the Board.

Fees for copying other public records will be charged at a rate approved by the Board. Time spent researching a copy project will be charged at the employee's hourly rate of pay.

Legal Reference:	20-3-323, MCA	District policy and record of acts
	20-9-213, MCA	Duties of trustees

Policy History:

Adopted on: June 28, 2004

Revised on: