

REQUEST FOR INFORMATION

1. It shall be the Policy of the School Board to make all routine District information available to the public in its original format during regular office hours given the following:
 - a. Citizens may elect to review such document/s at the District Office.
 - b. Copies of documents will be provided upon written request, as long as duplicating such documents does not interfere with normally scheduled office work.
 - c. A charge for time and materials will be assessed for duplicating requested documents, unless the time and materials involved are so minimal that a charge would be considered a nuisance. The Director of Business Affairs shall determine the charge to be assessed, if any.
2. When a request for information involves a format which is unavailable and/or the compiling of data is necessary, the following shall apply:
 - a. All requests shall be in writing.
 - b. The processing of such requests shall be scheduled in a manner which will not interfere with required office work.
 - c. Charges will be assessed in accordance with Section 1-c of this Policy.
3. Requests for information made by an exclusive representative, in accordance with P.E.L.R.A., shall be made in writing to the Superintendent of Schools by representative officers and/or officials of the Bargaining Unit.
4. The Minnesota Government Data Practices Act restricts school districts from providing the public with certain types of information. Additionally, School District Policy #505 governs the use of student records.

ADOPTED: 2/1/82

Reviewed by the Policy Committee: 5/8/97