

## Board of Trustees Douglas County School District

## OPERATIONS

### BOARD RECORDS

The Board recognizes the importance of public records as the record of the acts of this District and the repository of information about this District. Members of the public have the right, with certain exceptions, to inspect and request copies of the public records of the District. The public records of the District shall mean any record which has been required by law to be maintained as a public record.

The Board shall make the records of this District available to the residents of this state for inspection and copying, with the exception of those records exempted from such inspection and copying by law.

Any resident of the state may inspect on site the public records of this District, except the exempted records during the regular business hours of the office in which such records are maintained, provided that advance notice of such intended inspection has been given the custodian of the record not less than one working day before inspection.

Copies of the public record of this District may be purchased at a cost not to exceed the actual cost to the District (Costs shall include copying, paper and labor.)

Nothing in this policy shall be construed as preventing a Board Trustee from inspecting, in the performance of official duties, any record of this District except student records.

Reference: NRS Chapter 241

Date Adopted: 08/12/80

Date Revised: 08/16/16