

Board Policy 306.05

BUSINESS OPERATIONS

Public Examination of School District Public Records

The District welcomes **public** interest in the schools and their operation. To that end, all **public records** of the school district as defined by Iowa Code Chapter 22 may be examined by the **public** during the regular business hours of the administration offices of the District. These hours are 8:30 a.m. to 4:30 p.m. Monday through Friday, except for holidays.

Persons wishing to examine the District's **public records** shall contact the Superintendent or superintendent's designee and make arrangements for the examination. The Superintendent or superintendent's designee will make arrangements for the examination of **public records** as soon as practicable.

Persons wanting copies will be assessed an actual fee for the copy. Persons wanting retrieval of data will be assessed an actual fee for the time used by the specific employee or employees to retrieve the **requested data**, if the retrieval process exceeds 30 minutes of staff time. People desiring to examine **records** shall pay any necessary expenses for providing a place for examining or copying **records**. Persons examining **public records** may be charged an actual fee for the custodian's supervision of the examination.

This policy does not apply to **records** made confidential by Iowa Code Section 22.7 or other law.

It shall be the responsibility of the Superintendent or superintendent's designee to maintain accurate and current **records** of the District.

- Cross Reference: [Administrative Regulation 306.05A](#)
- Legal References: Iowa Code Ch. 22; § 291.6; 1992 Op. Att'y Gen. 135, 1980 Op. Att'y Gen. 88, 1968 Op. Att'y Gen. 656.
- By action of the Board 3/13/95; Revised 1/24/00; Revised 11/26/07; Reviewed 8/13/12.
- Edited 11/07