

Great Falls School District

THE BOARD OF TRUSTEES

1401

Records Available to Public

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

Any individual may request public information from the District. The District shall make the means of requesting public information accessible to all persons.

Upon receiving a request for public information, the District shall respond in a timely manner to the requesting person by:

- Making the public information available for inspection and copying by the requesting person; or
- Providing the requesting person with an estimate of the time it will take to fulfill the request if the public information cannot be readily identified and gathered and any fees that may be charged.

The District may charge a fee for fulfilling a public information request as follows:

- Fees for making public information maintained by the District available for inspection and copying by the requesting person at the District business office:

If the District incurs a cost, the District may only charge for it once pursuant to the following factors, which may include but are not limited to:

- Fees not exceeding \$25 an hour for searching for, gathering, reviewing, processing, and providing information in the most cost-efficient and timely manner possible;
 - The actual cost to fulfill the request;
 - Subject to the \$25 per hour referenced above, the cost of providing the public information to the requester, including but not limited to copying and media costs;
 - Convenience fee as provided in §2-17-1102, MCA, if applicable, and
 - Other reasonable costs directly incurred by the District.
- Fees for fulfilling a request for a single, specific, clearly identifiable, and readily available public record:

If the District incurs a cost, the District may only charge for it once pursuant to the following factors, which may include but are not limited to:

- Fees not exceeding \$25 an hour for gathering, reviewing, processing, and providing information in the most cost-efficient and timely manner possible;
- The actual cost to fulfill the request, subject to the \$25 per hour limit provided above;
- The cost of providing the public information to the requester, including but not limited to scanning, copying, media, postage, and shipping costs;
- A convenience fee as provided in §2-17-1102, MCA, if applicable, and
- Other reasonable costs directly incurred by the District.

- Fees for fulfilling a request for public information that is not a request for a single, specific, clearly identifiable, and readily available public record:

If the District incurs a cost, the District may only charge for it once pursuant to the following factors. After the first hour of service, which is free, after the filing fee is discussed below is paid, the factors may include but are not limited to:

- A filing fee not to exceed \$5;
- Fees not exceeding \$25 an hour for searching for, gathering, reviewing, processing, and providing information in the most cost-efficient and timely manner possible;
- The actual cost to fulfill the request, subject to the \$25 per hour limit provided above;
- The cost of providing the public information to the requester, including but not limited to scanning, copying, media, postage, and shipping costs;
- A convenience fee as provided in §2-17-1102, MCA, if applicable, and
- Other reasonable costs directly incurred by the District.

The District is not required to alter or customize public information to provide it in a form specified to meet the needs of the requesting person. If the District agrees to a request to customize a records request response, the cost of the customization may be included in the fees charged by the District.

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 reasonable fee may be charged for any copies requested. Copies will be available within a reasonable amount of time following a request.

A written copy of Board minutes shall be available to the general public within five (5) working days following approval of the minutes by the Board. If requested, one (1) free copy of minutes shall be provided to local media within five (5) working days following approval by the Board.

Cross Reference:

Policy 1401R	Records Available to the Public
Policy 4340	Public Access to District Records

1	Policy 5450	Employee Electronic and On-Line Services Usage and District Equipment
2	Policy 5450F	Staff Technology Acceptable Use and Internet Safety Agreement
3	Policy 7326	Documentation and Approval of Claims
4	Policy 7500	Property Records
5	Policy 8430	Records Management
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7	<u>Legal Reference:</u>	
8	§2-6-1003, MCA	Access to Public Information
9	§2-6-1006, MCA	Public Information requests – fees
10	§2-17-1102, MCA	Definitions
11	§20-3-323, MCA	District policy and record of acts
12	§20-9-213, MCA	Duties of Trustees
13		
14	<u>Policy History</u>	
15	Adopted on:	July 1, 2000
16	Revised on:	November 25, 2013
17	Revised on:	November 11, 2019
18	Revised on:	August 3, 2026