All requests for access to public records shall be made in person and received between 8:00 a.m. and 4:00 p.m. on regular business days. Requests must identify, on forms provided by Humboldt County School District, the record for which disclosure is sought.

The cost to be charged for copies shall be as established by the Superintendent, but may not be greater than required by law.

Fees are payable before any record is duplicated, and may be paid by cash or money order payable to the Humboldt County School District.

With respect to records which are determined to be not available, the "record access officer" will certify upon the request form that the corporation does not possess the record or that it could not be found after diligent search, and return one copy of the form to the requestor.

The "records access officer" shall be guided first by the Nevada Revised Statute, second by the state and federal law regarding privacy, confidentiality, and disclosure requirements of certain public records; and third, by this Board's policy which excludes certain records from disclosure.

Whenever a request for disclosure is denied, the person making the request may appeal the decision to the Board.

Humboldt County School District will not create or provide lists of names and addresses unless it is required to publish such lists and disseminate them pursuant to statute.

1175 DISCLOSURE OF STUDENT LISTS

EXAMPLE 1:
The Board of School Trustees of Humboldt County School District, in order to maintain the privacy of its students prohibits the disclosure of any student list to any commercial organization that intends to use the list for commercial purposes. "Student list" is defined as a list containing the names and addresses of any or all student currently or formally enrolled in the school corporation. "Commercial organization" is defined as any entity that is a for-profit organization. "Commercial organization" does not include any of the "armed forces of the United States" as defined by state law. "Commercial purpose" is defined as any activity that is an attempt to solicit business or profit. The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization.

Where applicable by Nevada Statute, Humboldt County School District provide access to student directory information to recruiting representatives of the military services.

Military services include the U.S. Air Force, the U.S. Army, the U.S. Coast Guard, the U.S. Marine Corps, the U.S. Navy, any reserve component of these military forces, any service academy of these military forces, the Nevada Air National Guard, and the Nevada Army National Guard. Student directory information for purposes of this requirement is the student's name, address and listed or published telephone number. A parent or student has the option to restrict the release of such information to the military services recruiting representatives upon written request to the high school principal at the end of the student's sophomore year in high school.