

Records Available to Public

Subject to the limitations provided herein and as provided by law full access to public records concerning the operations of the District shall be afforded to the public. Public access to District records shall be afforded according to appropriate administrative procedures.

Records of the proceedings of the Board of Trustees of this School District will be maintained as permanent records, except that obsolete records may be destroyed by Board action as provided by Idaho law. The records will be maintained in the office of the Superintendent of Schools and will be open to public inspection during regular business hours.

Every person has the right to examine and take a copy of any public record during regular business hours. All District records except those restricted by State and federal law shall be made available to citizens upon written request for inspection at the Clerk's office.

The copying fee schedule will be made available to those individuals requesting copies and will be updated from time to time as necessary to reflect the actual copying costs to the District.

|                  |            |                                   |
|------------------|------------|-----------------------------------|
| Cross Reference: | 4260       | Records Available to Public       |
|                  | 3570-3570P | Student Records                   |
|                  | 4130       | Public Access to District Website |
|                  | 8605       | Retention of District Records     |

Legal Reference:

Title 74 Chapter 1 Public Records Act  
I.C. § 74-204 Written Minutes of Meetings  
IDAPA. 08.01.01.100 Procedures for Responding to Requests for  
Examination and/or Copying Public Records  
Idaho Public Records Law Manual, July 2015

Policy History:

Adopted on: November 4, 2013

Revised on: February 1, 2016