

## PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

### Code No. 901

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the board secretary as custodian of district records, or their designee and make arrangements for the viewing. The board secretary as custodian of district records, or their designee will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request copies of public records by telephone or in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing.

Persons wanting copies may be assessed a reasonable fee for the copy. Persons wanting compilation of information may be assessed a reasonable fee for the time of the employee to compile the requested information. The district will make every effort to provide the public record requested at no cost other than copying costs for a record which takes less than thirty minutes to produce.

Costs for legal services utilized for the redaction or review of legally protected confidential information may also be assessed to the individual requesting the records. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

Pursuant to Iowa law, the board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary as custodian of district records, or their designee to respond in a timely manner to requests for viewing and receiving public information of the school district.

Legal Reference: Iowa Code §§ 21.4; 22; 291.6

Cross Reference: 215 Board of Directors' Records  
215.E1 Board of Directors Records-Board Meeting Minutes  
401.05 Employee Records  
401.05-R(1) Employee Records - Regulation  
506.01 Education Records Access  
506.01-R(1) Education Records Access - Regulation  
506.01-E(1) Education Records Access - Request of Nonparent for Examination or Copies of Education Records  
506.01-E(2) Education Records Access - Authorization for Release of Education Records  
506.01-E(3) Education Records Access - Request for Hearing on Correction of Education Records  
506.01-E(4) Education Records Access - Request for Examination of Education Records  
506.01-E(5) Education Records Access - Notification of Transfer of Education Records  
506.01-E(6) Education Records Access - Letter to Parent Regarding Receipt of a Subpoena  
506.01-E(7) Education Records Access - Juvenile Justice Agency Information Sharing Agreement  
506.01-E(8) Education Records Access - Annual Notice  
506.02 Student Directory Information  
506.02-R(1) Student Directory Information - Use of Directory Information  
506.02-E(1) Student Directory Information - Authorization for Releasing Student Directory Information  
605.02 Instructional and Library Materials Inspection and Display  
708 Care, Maintenance and Disposal of School District Records  
902.01 News Media Relations

Adopted: 09/14/1987

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