

BOARD OF DIRECTORS

Series 900

Policy Title Public Examination of School District Records

Code No. 901.00

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. From May 15 to August 31 these hours will be 8:00 am to 12:00 pm.

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 employees 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.

NOTE: This is a mandatory policy and is consistent with the Iowa public records law regarding access to, copying of and charging for copies of public records. By law, individuals have a right to access public records during the hours of 9:00 a.m. - 12:00 p.m. and 1:00 p.m.- 4:00 p.m. unless the board sets other hours. IASB recommends that the board establish specific hours in board policy, and blanks are provided in the first paragraph for that purpose.

Legal Reference: Iowa Code §§ 21.4; 22.7; 291.6

Cross Reference:	215	Board of Directors' Records
	215-E(1)	Board of Directors' Records - Board Meeting Minutes
	401.5	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 Materials Inspection
708	Care, Maintenance, and Disposal of School District Records
902.1	News Media Relations

Adopted: May 14, 2012 Reviewed: October 20, 2025 Revised: October 20, 2025