

Records Available to Public

Every person has the right to examine and take a copy of any public record at all reasonable times. 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 District shall either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of a request for public records. If a longer period of time is needed to locate or retrieve the records, the District shall notify the person requesting the records of the same and provide the records to such person not later than ten (10) working days following the request. In the event an individual requests a record be provided in electronic format, the District shall provide the record in electronic format if the record is available in that format. If a record is requested in electronic format and the record cannot easily be converted to electronic format within ten (10) working days, the District shall notify the person requesting the records of this fact and provide them with an estimate of the time necessary to complete the conversion. The documents shall then be provided at a time mutually agreeable to the parties and provide time mutually agreed upon giving consideration to any limitations that may exist regarding electronic conversion.

A written copy of the Board's minutes shall be available to the general public within a reasonable time after the meeting in which they are approved.

The copying fee schedule of the District is as follows:

- a) Copies of public records will be charged the actual cost per page (*cannot exceed actual cost);
- b) In addition to the cost per page set forth above, the District will charge for the actual labor costs associated with locating and copying documents if:
 - (1) The request is for more than 100 pages of records;
 - (2) The request include non-public information that must be redacted from the public records; and/or
 - (3) The labor associated with locating and copying the records exceeds two (2) hours.
- c) Copy of a duplicate computer disc or similar record system the fee shall not exceed:
 - (1) The District's cost of copying the information in that form;
 - (2) The District's cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to electronic form.

Fees shall be collected in advance. A fee may not be charged if the person requesting the record or records can demonstrate an inability to pay; or can demonstrate that the public's interest or the

public's understating of the operations or activities of the school board or its records would suffer by the assessment or collection of any fee.

A request for public records may be conducted by electronic mail.

Cross Reference: 4130

Public Access to District Records

Legal Reference: I.C. § 9-338

Public Records – Right to Examine

I.C. § 9-339

Response to Request for Examination of Public Records

I.C. § 67-2344

Written Minutes of Meetings

Policy History:

Adopted on: August 10, 2009

Revised on: April 9, 2012