

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours at the central office of the school district. These hours are 8:00 a.m. to 3:30 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the central office and make arrangements for the viewing. The central office 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 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 fee for the copy. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. 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 central office to maintain accurate and current records of the school district. It is the responsibility of the central office 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 (2005).
1980 Op. Att'y. Gen. 88.
1972 Op. Att'y. Gen. 158.
1968 Op. Att'y. Gen. 656.

DATE OF ADOPTION: August 15, 2005

DATE OF REVISION:

MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT
DELHI, IOWA 52223