

### **Examination of School District Public Records**

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 4:30 p.m. Monday through Friday, except for summer and holidays.

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

Persons must request copies of public records in writing or electronically. The school district may require pre-payment of the costs prior to copying and mailing.

Persons wanting copies will 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 requesting information.

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

Adopted: November 13, 2006  
Reviewed: November 28, 2011  
Revised: October 10, 2016  
Revised: June 14, 2021