

SAYDEL COMMUNITY SCHOOL DISTRICT

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

The public may view public records of the school district during the regular business hours of the administration offices of the school district. These hours are 7:30 a.m. to 4:30 p.m. Monday through Friday, except for holidays and recesses.

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 Business Manager to maintain accurate and current records of the school district. Persons wishing to view the school district's public records will contact the business manager and make arrangements for the viewing. It is the responsibility of the Business Manager to respond in a timely manner to requests for viewing and receiving public information of the school district.

Persons may request copies of public records in writing, including electronically. Persons wanting copies may be assessed a fee for the copy. The school district may require pre-payment of the costs prior to making copies and mailing. 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.

Legal Reference: Iowa Code §§ 21.4; 22; 291.6 (2014).
1980 Op. Att'y Gen. 88.
1972 Op. Att'y Gen. 158.
1968 Op. Att'y Gen. 656.

Cross Reference: 215 Board of Directors' Records
401.5 Employee Records
506 Student Records
708 Care, Maintenance, and Disposal of School District Records
902.1 News Media Relations

Approved: July 21, 1997

Reviewed: January 2015

Revised: February 2015