Board of Directors

Series  800

Policy Title  Public Examination of School District Records  Code No. 805.1A

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.

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 may request copies of public records in writing, including electronically. The school district may require pre-payment of the cost 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 board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

Date of Adoption:  August 15, 2005  
Revised 8-20-07  
Reapproved 12-15-08  
Reapproved 5-26-15

Legal Reference: (Code of Iowa)
Iowa Code §§ 21.4; 22; 291.6 (2005).

Related Administrative Rules and Regulations:  

Pleasant Valley Community School District Board Policy