

## ACCESS TO PUBLIC INFORMATION

The Board of Education recognizes the public's right of access to information not of a personal or confidential nature. Through its public relations program, the district intends to provide public information on pertinent topics in a timely manner.

However, the mission of the local school district is to educate. To expect or require staff to do research to accommodate all requests for information is beyond the scope of the law and an unwise use of the district's limited financial and personnel resources.

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 a.m. to 12 p.m. and 1 p.m. to 4 p.m. Monday through Friday, except for 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 may request copies of public records by telephone or in writing, including electronically. The school district may require pre-payment of the costs prior to compiling, copying and mailing.

Persons wanting copies may be assessed a fee for the time required for personnel to compile requested information as well as copies of the documents.

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 the following:

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords
- Technology infrastructure and security documentation
- Technology security codes and passwords

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