

# Kimberly School District

Policy # 1401

## THE BOARD OF TRUSTEES

### Records Available to Public

Every person has the right to examine and take a copy of any public record at all reasonable times. All District records except those restricted by state and federal law shall be available to citizens for inspection at the Clerk's office. The District shall either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of a request for public records. If a longer period of time is needed to locate or retrieve the records, the District shall notify the person requesting the records of the same and provide the records to such person not later than ten (10) working days following the request.

A written copy of the Board's unofficial minutes shall be available to the general public within a reasonable time after the meeting.

The copying fee schedule of the District is as follows:

- a) Copies of public records -.04 per page;
- b) In addition to the cost per page set forth above, the District will charge for the actual labor costs associated with locating and copying documents if:
  - (1) The request is for more than 100 pages of records;
  - (2) The request include non-public information that must be redacted from the public records; and/or
  - (3) The labor associated with locating and copying the records exceeds two (2) hours.

Legal Reference:

I.C. § 9-338 Public Records – Right to Examine

I.C. § 9-339 Response to Request for Examination of Public Records

I.C. § 67-2344 Written Minutes of Meetings

Policy History:	First Reading	10/29/02
Adopted on:	Second Reading	11/26/02

Revised on: