

Category: 4000 PUBLIC RELATIONS	Policy Number: 4310
Policy Title: Access to Public Records (Public's Right to Know)	Effective Date: September 9, 2003
<p>The district supports the public's right to examine and to obtain a copy of the district's records, subject to such restrictions as are set by federal law or regulations, by state law, or by pertinent court rulings.</p> <p>Legal Reference: Idaho Code 9-337</p> <p>Reference: Procedure 4310p, "Access to Public Records (Public's Right to Know)" Form 4310f, "Request for Public Record" Policy 8540, "Student Records and Directory Information"</p> <p style="text-align: center;">Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221</p>	

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The law regarding access to public records stipulates that:

- no inquiry can be made of any person who requests a public record to determine why the information is needed.
- the person may be required to put the request in writing and to provide his/her name(s), address, and telephone number.
- the fee, including the actual costs and personnel costs, for making copies of the public records must be calculated according to law. Snake River School District requires payment for copies produced to fulfill a request for public records. Requests that require more than two hours of employee time to compile will include an additional fee for personnel costs if:
 - the request is for more than 100 pages of paper records;
 - includes nonpublic information that must be deleted; or,
 - if the actual labor associated with locating and copying documents for a request exceeds two (2) person hours.
- the request must be granted or denied within three (3) working days.
- if more than three (3) working days are needed to find or retrieve the records, the person must be notified and the request must be granted or denied within ten (10) working days.
- certain public records by law or regulation are exempt from disclosure, such as student records under the Family Education Rights and Privacy Act. (See Policy 8540)
- district personnel have the right to maintain sufficient vigilance to prevent records from being altered or destroyed.
- denial of any portion of the request must be made in writing.
- the distribution or sale of mailing or telephone number lists without first securing the permission of those on the list is prohibited.

Category: 4000 PUBLIC RELATIONS	Procedure or Form Number: 4310f
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REQUEST FOR PUBLIC RECORDS

I REQUEST TO EXAMINE
COPY THE FOLLOWING RECORDS:

_____ **Signature**

Mailing Address:

_____ **Name (Please Print)** _____ **Date of Request**

_____ **(Zip)** _____ **Daytime Phone Number**

.....

Received By

_____ **Date Completed** _____ **Signature**

If more than three working days are needed to locate or retrieve the requested records, the requestor will be notified. A response shall be provided within ten (10) working days of the request.

Payment received for _____ **copies:** _____ **Amount Received** _____ **Initial/Received By** _____