

School/Community Relations

Series 900

Policy Title: Public Examination of School District Records

Code No. 901

Public records of the Marshalltown Community School District may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 7:30 AM to 4:30 PM Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records shall 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 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 shall only occur when the event is sponsored by the school district.

Records defined by law as confidential records shall be viewed or copied upon receipt of written permission by the Board secretary or superintendent from the person or entity whose confidential records are being requested.

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 shall be the responsibility of the Board secretary to maintain accurate and current records of the school district. It shall be the responsibility of the Board secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

Adopted: February 24, 1997

Legal Reference: Iowa Code §§ 21.4; 22;  
.7291.6 ( 2014).

Reviewed: December 15, 2014

1980 Op. Att’y Gen. 88.  
1972 Op. Att’y Gen. 158.  
1968 Op. Att’y Gen. 656.

Amended: June 21, 2010  
June 4, 2018

Cross Reference: 401.5 Employee Records  
506 Student Records  
708 Records  
902 Communication