

Board Policies

Series 900

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PUBLIC EXAMINATION OF SCHOOL DISTRICT PUBLIC RECORDS

The District maintains certain records in connection with its operations and, pursuant to Iowa Law, records maintained by the District are generally open for public examination. Records required to be kept confidential as defined by Iowa Code Section 22.7 or other law shall not be made available for public examination. Records that are authorized by statute to be kept confidential but are not required to be kept confidential shall not be made available for public examination without approval of the Board. District officials may seek an opinion from counsel as to whether a record is an open or confidential record prior to releasing the document. The District is not required by the Iowa public records law or this policy to create records that do not exist; extract, assimilate, or interpret information or data in public records; compile information not in the possession of the District; or compile information from a third-party responsible for investment of public funds. The District shall notify the person making a request when these conditions exist.

The superintendent shall act as the custodian of public records of the District and shall be responsible for implementing the requirements of the Iowa public records law. The administration will develop guidelines and procedures for the uniform, consistent implementation of this policy throughout the District.

Persons wishing to view the District's public records should contact the superintendent in writing, including electronically, and make arrangements for the examination of the records. The superintendent shall make arrangements for providing the records to the requesting individual or entity as soon as practicable, depending on the nature of the request. By law, individuals have a right to access open records during the hours of 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m. Monday through Friday by appointment, except for holidays and recesses. Such examination shall be done under the supervision of District officials or designees. No person shall destroy, disorganize, alter, or damage any record or remove the record from the building. Persons requesting public records may be charged a fee for the retrieval and review of records, supervision of the examination of records, and for copying records. A schedule of fees for the costs of retrieving and reviewing records, supervising the examination of records, and for copying records shall be established. The school District requires pre-payment of these costs prior to action.

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 and Response Plans and Procedures
- Emergency Response Protocols
- Security codes and passwords
- Technology infrastructure and security documentation
- Technology security codes and passwords

Date of Adoption: 7/14/81
 Revised: 4/28/92
 9/25/96
 9/8/09
 8/23/11
 8/23/14
 1/12/16

Legal Reference Code of Iowa Chapter 22

CAMPAIGN SIGNS ON DISTRICT PROPERTY

The Iowa City Community School District recognizes the importance of advancing student knowledge and appreciation of political occurrences in society. However, in order to achieve this goal without aligning the District with particular viewpoints or candidates, the District shall not allow campaign signs that advocate for a particular political candidate or political issue to be placed on District property. Signs that inform the public about events of public interest or advocate voting in general may be allowed by permission of the Superintendent or designee.

As used in this policy, the term “District property” includes all property owned, leased, or rented by the District.

Adopted: 10-28-14
Revised: 1.12.16

Legal Reference: Iowa Code Section 68A.406 (2015)