

## PUBLIC ACCESS TO DISTRICT RECORDS

The Bonneville Joint School District No. 93 Board of Trustees supports the public's right to examine and take a copy of any public record concerning the administration and operations of the District. Therefore, all Bonneville Joint School District No. 93 records, except those restricted by state and federal law, shall be available to citizens for inspection at all reasonable times upon receipt of the online electronic Public Records Request form.

### Guidelines

1. No inquiry can be made of any person who requests a public record to determine why the information is needed.
2. All public record requests shall be submitted through the online electronic form Public Records Request (<https://lf.d93.k12.id.us/Forms/RyDJD>) found on the Bonneville Joint School District 93's webpage [www.d93schools.org](http://www.d93schools.org).
3. The requester will be required to provide his/her name, address, email address, and telephone number.
4. Requests will not be acknowledged until the online electronic form is received by the Public Records Custodian(s) within regular office or working hours.
5. When applicable, the requester shall be provided with an itemized statement of fees to show the per-page costs for copies and the hourly rate of employees and attorneys involved in responding to the request.
6. Payment of fees are to be received prior to the release of requested records.
7. An individual may not file multiple requests for public records solely to avoid payment of fees.
8. Denial of any portion of the request must be made in writing or by electronic mail.
9. District personnel have the right to maintain sufficient vigilance to prevent records from being altered or destroyed.
10. The distribution or sale of mailing or telephone number lists without first securing the permission of those on the list is prohibited.

### DEFINITIONS:

**Copy:** Transcribing by handwriting, photocopying, duplicating machine and reproducing by any other means so long as the public record is not altered or damaged.

**Public Records Custodian(s):** person(s) having custody and control of the public records in question including all delegates of such individual.

**Electronic Public Records Request form:** <https://lf.d93.k12.id.us/Forms/RyDJD>

**Inspect:** The right to listen, view, and make notes of public records as long as the public record is not altered or damaged.

**Public Record:** includes any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by any state agency, independent public body corporate and political or local agency regardless of physical form or characteristics.

Public records of a school district do not include the personal notes and memoranda of staff that remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.

**Requester:** The person requesting examination and/or copying of public records pursuant to section 47-102, Idaho Code.

**Writing:** includes, but is not limited to, handwriting, typewriting, printing, Photostatting, photographing and every means of recording, including letters, words, pictures, sounds or symbols or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents.

Adopted	03-09-2005	Reviewed	03-11-2020	Revised	08-10-2011 10-10-2012 07-29-2015 01-09-2019
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Cross Reference: Student Records #3600  
Records Management #8600  
Retention of District Records #8605

Legal Reference: Idaho Code § 74-101 *et seq.* Idaho Public Records Act  
Idaho Code § 74-204 Open Meeting Law-Notice of Meetings-Agendas  
Idaho Code § 74-205 Written minutes of meetings  
34 C.F.R. 99, Family Education Rights and Privacy Act (FERPA)  
IDAPA 08.01.01.100 Procedures for Responding to Requests for  
Examination and/or Copying Public Records

Other References: Idaho Public Records Law Manual, July 2019 found at:  
<https://www.ag.idaho.gov/content/uploads/2018/04/PublicRecordsLaw.pdf>