

## SCHOOL DISTRICT ORGANIZATION

Records Management and Access to Public Records

The District is committed to effective records management including meeting legal standards for record retention and protection of privacy, optimizing the use of space, minimizing the cost of record retention, and properly destroying outdated records. This policy applies to all records, regardless of whether they are maintained in hard (paper) copy, electronically, or in some other fashion.

The District requires that its records be maintained in a consistent and logical manner and be managed so that the District:

1. Meets legal standards for protection, storage and retrieval;
2. Protects the privacy of students and employees of the District;
3. Optimizes the use of space;
4. Minimizes the cost of record retention; and
5. Destroys outdated records in an appropriate manner.

The Superintendent shall establish appropriate records management procedures and practices, which shall be provided to staff members who manage records within the District. The Board acknowledges the importance of public records as the record of the acts of the District and the repository of information about the District. The Board acknowledges the public's right to inspect and copy the District's public records, with certain exceptions. Unless otherwise provided by law, a public record shall be accessible for inspection and duplication either by written or oral request. The District shall respond to all such requests within a reasonable period of time, generally not to exceed 10 business days. If the District cannot respond to the request within 10 business days, the records custodian shall notify the requestor in writing and provide a timeline for response to the request. If an oral request is not responded to within 10 business days, the requestor must put the request in writing.

The Superintendent shall establish procedures for storage of and access to essential records. The Superintendent shall designate essential records which are immediately necessary to:

- Respond to an emergency or disaster;
  - Begin recovery or reestablishment of operations during and after an emergency or disaster;
  - Protect the health, safety, and property of District students and employees;
- or
- Protect the assets, obligations, rights, history and resources of the District, its employees, and students.

The District will provide copies of all documents, including electronic communications, in the medium in which those documents exist.

Reasonable fees may be charged for copies and for time spent researching a request and reproducing materials as follows:

- actual costs directly related to fulfilling a records request including but not limited to the time required to gather, redact, scan, copy, or otherwise and reproduce the requested information; and
- actual cost of purchasing the electronic media used for transferring data, if the person requesting the information does not provide the media;
- copies of Board minutes at .15¢ per page;
- copies of other materials at .25¢ per page;
- no charge for copies emailed to requestor;
- actual postage for any copies mailed.

The District shall comply with Montana law in addressing any unauthorized breaches of its computer data security system, including but not limited to complying with all disclosure and investigative requirements.

Legal References:	§ 20-3-324, MCA	Powers and duties
	§ 20-3-323, MCA	District policy and record of acts
	§ 2-6-1001 <i>et al</i> , MCA	Public Records
	§ 30-14-1704, MCA	Computer Security Breach
	House Bill 123	Public Records Laws

Cross Reference:

Policy History:

Adopted on:	2.8. 2011
Revised on:	1.12.2016, 2.14.2017