

**Board Records**

**7340**

The approved budget, statistical compilations, reports, notices, bulletins, memoranda, minutes of meetings, and official communications between governmental branches are considered public records. Access to these records during normal business hours shall be granted to any citizen. When access to school records is granted, examination thereof will be made in the presence of the record custodian regularly responsible for the maintenance of said files.

The board of education reserves its right to withhold access, except to authorized personnel, to such records as:

- I. Personal information records of students, prospective students, or former students, other than routine directory information.
- II. Medical records except for records of births or deaths, of any person or student associated with the school.
- III. Records representing work in progress of an attorney being prepared for labor negotiation or litigation.
- IV. Records developed for or received by law enforcement agencies.
- V. Appraisals, appraisal information, or negotiation records concerning the purchase or sale of real or personal property.
- VI. Information concerning the security of buildings or equipment.
- VII. Information concerning records of citizens which has been submitted to the school district to permit student participation in certain federally funded programs.

The board of education reserves its right to charge a minimal fee to cover the cost of reproducing copies of any records.

Legal Reference:	§84-712 through §84-712.05	Public Records, Free Examination, Full Access, Denial of Rights, Records Which of Rights, Records Which May be Withheld.
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Policy Adopted: September 10, 2001  
New Policy