

## **KDB—Freedom of Information**

### **Public's Right to Know**

The Board recognizes the right of the public to information concerning its actions, its policies, and the details of its educational and business operations. The Administrator is appointed the custodian of public records and may delegate this duty as necessary. The custodian of records shall follow the directives of Idaho Code §§ 9-337 through 9-350 in providing access to public records including the posting in a conspicuous place at the administrative office of White Pine the proper notice of a person's rights and the procedures.

### **Requests for Records**

The School's office will be open to receive requests for records inspection or copying during normal business hours on Monday through Friday.

Requests for access to records shall be made in writing and directed to the Administrator and should state the record required with reasonable particularity.

The Administrator may permit access to, or provide for the copying of, the records requested within a reasonable period of time following receipt of the signed request (fifteen [15] business days) or will provide an explanation of a cause for further delay and will give notification of the time the records will be available, or, may deny access.

### **Access Requirements**

Requirements of access and inspection apply only to existing records and do not require creation of new records. Public inspection of a document that otherwise would be a public record may be denied by the Administrator if (1) the record is made confidential by statute, or (2) the record involves the privacy interests of persons. If a public record contains material that is not subject to disclosure, the School will delete such material and make available to the requester such material in the record as is subject to disclosure.

Records contained on a computer will be provided only in the form in which the information can be made available using existing computer programs.

### **Media Records**

Copies of radio or recording tapes of discs, video or films, pictures, slides, graphics, illustrations, or similar audio or visual items or devices will not be furnished unless such items or devices have been shown or played at a public meeting of the Board.

### **Relevant Fees**

A fee shall be levied on each request to cover the cost of making copies, staff time, computer time, etc. Fees will be collected prior to releasing material.

The fees will be based upon the following:

- 10¢ per page for materials indicated as Board minutes, agendas, financial records, contracts, courses of study, or statistical summaries.

## White Pine Charter School Policy Manual

Adopted: 16 January 2013      Revised: \_\_\_\_\_

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- 35¢ per copy for materials not listed above that require additional clerical and/or professional staff time to make available.
- Actual cost, if available, will be assessed.

*Idaho Code §§ 9-337 to 350*

*Idaho Public Records Law, Office of the Attorney General*