

1 Records Available to Public

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3 All District records, except those restricted by state and federal law, shall be available to citizens  
4 for inspection at the Clerk's office.

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6 Any individual may request public information from the district. The district shall make the  
7 means of requesting public information accessible to all persons.

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9 Upon receiving a request for public information, the district shall respond in a timely manner to  
10 the requesting person by:

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12 (a) Making the public information available for inspection and copying by the requesting  
13 person; or  
14 (b) Providing the requesting person with an estimate of the time it will take to fulfill the  
15 request if the public information cannot be readily identified and gathered and any fees  
16 that maybe charged.

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18 The district may charge a fee for fulfilling a public information request. The fee may not exceed  
19 the actual costs directly incident to fulfilling the request in the most cost-efficient and timely  
20 manner possible. The fee must be documented. The fee may include the time required to gather  
21 public information. The district may require the requesting person to pay the estimated fee prior  
22 to identifying and gathering the requested public information.

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24 The district is not required to alter or customize public information to provide it in a form  
25 specified to meet the needs of the requesting person. If the district agrees to a request to  
26 customize a records request response, the cost of the customization may be included in the fees  
27 charged by the district.

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30 In accordance with § 20-9-213(1), MCA, the record of the accounting of school funds shall be  
31 open to public inspection at any meeting of the trustees. A fee may be charged for any copies  
32 requested. Copies will be available within a reasonable amount of time following a request.

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34 A written copy of Board minutes shall be available to the general public within five (5) working  
35 days following approval of the minutes by the Board. If requested, one (1) free copy of minutes  
36 shall be provided to local media within five (5) working days following approval by the Board.

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38 Fees will be charged as follows:

- 39  
40 a) Copy of Board minutes - 15¢ per page  
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42 b) Copy of other materials - 25¢ per page  
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44 c) Time spent researching a copy project will be charged at the employee's hourly  
45 rate of pay.

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Legal References:

§ 2-6-1003, MCA	Access to Public Information
§ 2-6-1006, MCA	Public Information requests - fees
§ 20-3-323, MCA	District policy and record of acts
§ 20-9-213, MCA	Duties of trustees

Policy History:

Adopted on: February 2007  
Revised on: 7/20/2010, 12/31/2018

*Note: Lines 6-8 were added to clarify procedure for requests of electronic information.  
2018 revision to match MCA language.*