

The board of trustees recognizes that all business and administrative records of the district that are not expressly deemed confidential by state or federal law are public records. Included within those records are hard copy paper records and those records made and/or retained in electronic or other media format. The superintendent or designee shall determine appropriate procedures to be utilized for the storage and retrieval of all district records, including those that are in electronic or other format, to safeguard the records and facilitate compliance with the rights of the public to access public records and to comply with other legal requests for access to such materials.

The board of trustees will appoint a custodian or custodians for all public records of the district. As defined in the Idaho public records law, the custodian is the person or persons having personal custody and control of the public records in question or authorized access thereto, and includes all delegates of such officials, employees, or representatives.

By January 1, 2019, the district will adopt guidelines that identify the general subject matter of all public records kept or maintained by the district, the custodian(s) thereof, and the physical location of such documents.

The district will designate one (1) person as custodian to receive public records requests and provide at least one (1) alternate custodian for contingencies. The name and contact information for the district's designated custodian will be available on the district's website and will be promptly updated when the custodian and/or contact information changes.



LEGAL REFERENCE:

Idaho Code Sections

74-101 *et seq.* – Idaho Public Records Act

CROSS-REFERENCE:

Access to Public Records #276

Record Retention and Destruction #277

ADOPTED: September 15, 2026

AMENDED: