

Records of the proceedings of the board of trustees the school district shall be maintained as permanent records, except as provided herein or in the district's records retention schedule (Policy 277). The records will be maintained in the office of the superintendent of schools and will be open to public inspection at reasonable office hours, consistent with Policy 276.

Obsolete records may be destroyed by board action as provided by Idaho law. Unless required by law to be retained for a longer period of time (e.g., due process hearings), audio and audiovisual recordings of board meetings will be destroyed [select one: thirty (30); sixty (60); ninety (90) or longer period] days after the meeting minutes have been approved by the board.

Written and electronic communications addressing district business from a patron to board members will be retained as a business record of the board to the same extent that similar non-electronic documentation is maintained.

The board records will be retained in a manner that is deemed to be an efficient use of district resources and that allows reasonable access to the information, as required by law.

Board members will not utilize electronic communication during board meetings unless that communication is also publicly communicated in open meeting. Any permanent format of that communication will be made a permanent part of the board minutes.



LEGAL REFERENCE:

Idaho Code Sections

33-506 Organization and Government of the Board of Trustees

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

CROSS-REFERENCE:

Access to Public Records #276

Record Retention and Destruction #277

ADOPTED: January 13, 1999

AMENDED: September 15, 2026