

Records of the proceedings of the board of trustees of this school district shall be maintained as permanent records, except as provided herein or in the district's records retention schedule (Board Policy 270). The records will be maintained in the office of the superintendent of schools and will be open to public inspection at reasonable office hours.

Obsolete records may be destroyed by board action as provided by Idaho law.

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.

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**LEGAL REFERENCE:**

Idaho Code Sections

33-506 (Organization and Government of the Board of Trustees)

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

**ADOPTED:** January 13, 1999

**AMENDED:** February 16, 2021