

Missoula County Public School District

THE BOARD OF TRUSTEES

1401

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Records Available to Public

General

All District records, except those restricted by state and federal law, shall be available to citizens for inspection at the Clerk's office. In accordance with § 20-9-213(1), MCA, the record of the accounting of school funds shall be open to public inspection at any meeting of the trustees. A fee may be charged for any copies requested. Copies will be available within a reasonable amount of time following receipt of a written request.

A written copy of approved Board minutes shall be available to the general public within five (5) working days following approval of the minutes by the Board. Unofficial minutes may be released upon request but must be clearly marked as unofficial minutes. If requested, one (1) free copy of minutes shall be provided to local media within five (5) working days following approval by the Board.

Fees will be charged as follows:

- a. Copy of Board minutes - 15¢ cents per page
- b. Copy of other materials - 25¢ cents per page
- c. No charge for copy emailed to requester
- d. If mailing is involved, actual postage cost will be charged.
- e. The District will charge the actual costs directly incident to fulfilling a records request in the most cost-efficient and timely manner possible, including but not limited to the time required to gather the requested information.
- f. If the requested material does not exist and the District agrees to provide it in the form requested, time spent creating the requested material shall be charged at the employee's regular hourly rate of pay.

Records Management

A fireproof vault will be maintained for permanent retention of records, including Board minutes, annual audit reports, staff employment records, and permanent student records.

At the beginning of each fiscal year, an application for destruction of records, in accordance with state statute, will be completed and forwarded to the local government records subcommittee for approval. Upon approval, a list of all records meeting retention requirements will be presented to

the Board for consideration to be destroyed. After Board approval the records will be shredded. Records may be destroyed as set forth in §§ 20-1-212, MCA, and 2-6-401, et seq., MCA.

All records related to the hiring process shall be retained for at least two (2) years. Student records must be kept permanently, and employment records must be kept for ten (10) years after termination.

The Superintendent shall designate essential records which are immediately necessary to

- Respond to an emergency or disaster;
- Begin recovery or reestablishment of operations during and after an emergency or disaster;
- Protect the health, safety, and property of District students and employees; or
- Protect the assets, obligations, rights, history and resources of the District, its employees, and students.

Legal References:	§ 20-3-323, MCA	District policy and record of acts
	§ 20-9-213, MCA	Duties of trustees
	House Bill 123	Public Records Laws

Policy History:

First reading at PN&P Committee meeting, June 30, 2004

First reading approved at July 13, 2004 Board meeting and posted for public input

Second reading at PN&P Committee meeting, September 1, 2004

Approved on: September 14, 2004

Revised at PN&P Committee on: August 28, 2013 and posted for public comment

Approved on: October 8, 2013

Revised at Regular Meeting on September 8, 2015 and posted for public comment.

Approved on: October 13, 2015