

4
5 Records Available to Public

6
7 All District records, except those restricted by state and federal law, shall be available to citizens
8 for inspection at the Clerk’s office.

9
10 Any individual may request public information from the District. The District shall make the
11 means of requesting public information accessible to all persons.

12
13 Upon receiving a request for public information, the District shall respond in a timely manner to
14 the requesting person by:

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

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

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

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

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

40
41 Cross Reference:

- 42 Policy 1401R Records Available to the Public
- 43 Policy 4340 Public Access to District Records

1 Legal Reference:

- 2 §2-6-1003, MCA Access to Public Information
- 3 §2-6-1006, MCA Public Information requests – fees
- 4 §20-3-323, MCA District policy and record of acts
- 5 §20-9-213, MCA Duties of Trustees

6

7 Policy History

- 8 Adopted on: July 1, 2000
- 9 Revised on: November 25, 2013
- 10 Revised on: November 11, 2019