

# Lincoln County School District

Code: **KBA-AR**  
Adopted: 9/28/99  
Revised/Readopted: 7/9/02  
Orig. Code(s): R/R3815

## Public Records

The district responds to frequent requests for access to public records in accordance with state and federal statutes and rules. The guidelines used by administration in responding to requests are similar to those of other agencies and school districts.

### Guidelines

1. Public records are those defined by law.
2. The superintendent or designee is the custodian of records.
3. Copies of the budget document, Board folders, district goals, policies and administrative regulations, are available for review at each school and will be placed in the public libraries.
4. Access to records, which are subject to public disclosure, is provided during regular business hours. Records may not be removed from the district office.
5. Information will be made available to individuals with disabilities in an appropriate format upon request and advance notice. Auxiliary aids and services available to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.
6. Access to records or provision for copying of records which are subject to public disclosure is made within a reasonable time, generally 5-10 days and no longer than 45 days, as stipulated by law.
7. The district is permitted to charge a fee, not to exceed actual cost, for the copying of records. Customary fees for copies of records are:

Pages sized 8 1/2 x 11 inches	\$.25 per page for first three images; thereafter, \$.25 per page plus total labor costs
Pages larger than 8 1/2 x 11 inches	\$.35 per page for first three images; thereafter, \$.35 per page plus total labor costs
Computer printouts	\$.35 per page for first three images; thereafter, \$.35 per page plus total labor costs

