



Custodian of Records Records Request Handbook

2026-27

**Lakeland Joint School District
No. 272
15506 N Washington St.
Rathdrum ID 83854**

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Section 1: Record Types and Overview

1.1 Public Records Request -

An Idaho public records request is a formal, written request to examine or copy government documents or electronic files relating to the public's business. Governed by the [Idaho Public Records Act](#), any person can submit one to state or local entities, though exemptions exist for confidential, personnel, student, legal, medical, or law enforcement records.

What you can request: Any written document, electronic file, or record relating to the conduct of public business prepared, owned, used, or retained by an Idaho state or local agency.

Who can request: Any person, including non-residents. You do not need to state your purpose for the request.

Timeline: Entities generally have three business days to either grant or deny your request. This can be extended by up to 10 business days under specific circumstances (like needing to locate voluminous records or consult with legal counsel).

Common Exemptions: Entities cannot release law enforcement investigative records, juvenile files, medical records, ongoing legal/discrimination investigations, and certain trade secrets or academic research. Vital statistics (birth and death certificates) are not issued through standard records requests.

Records Subject to disclosure under the act and applicable exemptions should be determined on a case-by-case basis. This handbook is provided for general guidance online and is not intended as legal advice. For specific questions and additional guidance, please consult with legal counsel.

Fees: The District must generally fulfill requests free of charge unless the request exceeds 100 pages, requires the redaction of confidential information, or requires more than 2 person-hours of staff labor. The requester is strictly prohibited from using the information for bulk mailing or telephone lists.

1.2 Legal Subpoena for Records -

A subpoena for records (formally known as a subpoena duces tecum) is a legal document issued by a court, attorney, or government agency that compels an individual or organization to produce specific documents, data, or other physical evidence.

Key Details: Litigants use a subpoena during the discovery process to obtain evidence from third parties who are not directly involved in a lawsuit (e.g., banks, hospitals, or employers).

Who can request: Any person, provided that it is a properly executed subpoena in the state of Idaho. Consult legal counsel for recommendations before proceeding with document collection.

Timeline: The subpoena will have specific details of when the documents are required to be turned over.

What it requests: It can demand a wide array of evidence, including medical records, financial statements, emails, phone logs, or video footage.

Legal requirements: Compliance is mandatory. Failing to provide the requested records can result in penalties for contempt of court. Because of the mandatory compliance, legal representation should be consulted whenever a subpoena is received.

Exceptions: On behalf of the District, legal counsel can challenge the demand by filing a motion to quash if the request is overly broad, unduly burdensome, or involves legally protected and privileged information.

1.3 FERPA/Student Records-

A FERPA request is a formal submission to an educational institution (like a K-12 school district or university) to access, amend, or control the release of a student's education records. It is governed by the federal Family Educational Rights and Privacy Act (FERPA). Requests for student records are distinct from requests for public records and should be processed separately.

Who can request: The parent, student or legally authorized representative on behalf of the student.

Timeline: The educational institution has 45 days from the date of the request to compile, redact (when applicable) and turn over documentation.

Request for Transcripts: A generic request for student transcripts can be fulfilled by the individual school or District Office support staff.

Request to Inspect and Review Records: Parents or eligible students (students 18 or older), have the right to request to see and review their education records. Parents' rights to access records transfers to the student when the student turns 18.

- **Process:** The requester submits a written request to the Custodian of Records.
- **Timeline:** The District must provide access within a reasonable period, which must not exceed 45 days after the request is received. There are shorter timelines for special education records.
- **Right to Inspect:** The right to inspect records only pertains to that student and not to other students.

Request to Amend Records: If the requester believes that education records contain information that is inaccurate, misleading, or in violation of the student's privacy, they can request an amendment.

- **Process:** The requester submits a written request to the school clearly identifying the part of the record you want changed and specifying why it is inaccurate or misleading.
- **Next steps:** If the school declines, they must inform you of your right to a formal hearing by contacting the Custodian of Records.

Student Consent and Disclosure: Under FERPA, schools cannot share a student's non-directory information (like grades or disciplinary records) with third parties without written consent. Students and parents can also request in writing to withhold "directory information" (such as names, addresses, or honors) from being published or released.

Section 2: Public Records Procedures

2.1 Request Intake & Triage

- Initial Request
- The [Request for Public Records Form](#) must be completed and emailed to clerk@lakeland272.org
- All information on all pages of the form must be completed and signed.
- Acknowledgments to be completed by the Custodian of Records
 - Send a confirmation of the [receipt of the request](#) within one business day.
 - Scope Assessment
 - Review the request for clarity and ask the requestor for additional information as needed.
 - Upon receipt of the records request, a [PRR Technology Worksheet](#) will be provided to the technology department. The technology department will return the worksheet to the Custodian of Records within one business day.
 - Based on the scope and nature of the records request, the Custodian of Records will determine if the records request will require legal review. If so, a [ten day extension notice](#) will be sent to the requestor with an itemized estimate of costs associated with the request.
 - Notify the requestor that estimates in excess of actual costs will be returned in a timely manner, upon completion of the response.
 - With the information collected by both the technology department and legal, if fees are warranted, an [Invoice Worksheet](#) will be provided to the requestor within three (3) business days of the request being received.
 - If the request has a cost to complete AND does not qualify for exemptions, payment must be received in advance of any District staff proceeding with work (beyond determining scope) and providing the documents.
 - Payment can only be received via check or money order made out to Lakeland Joint School District.

2.2 Response Workflow & Timeline

Upon receipt of the properly completed Request for Public Records Form:

1. Add the request information to the [Public Records Request Log](#)
2. Work with staff and/or department heads to identify potential holders of responsive documents.
3. If the request appears to require assistance from the technology department, the [Technology Worksheet](#) will be sent to the Director of the Technology Department.
4. The Technology Worksheet must be completed and returned to the Custodian of Records within one business day of notification to the Technology Department.

One Business Day from Receipt of Request:

1. Acknowledgement must be sent to the requestor confirming receipt of the request for public records.
2. By nature of the request or once the Technology Worksheet and responsive documents have been returned to the Custodian of Records, the Custodian of Records will determine if the request will require input from the District's legal counsel.
3. If legal input is needed:
 - a. Review the [Legal Questions](#) document to determine if this scenario has been encountered and addressed.
 - b. The request, a summary of the number of documents, and type of documents will be shared with the District's legal counsel through the appropriate document sharing folder.
 - c. The Custodian of Records will receive an estimate of time and the hourly rate for their team to review the responsive documents.
 - d. A [ten day extension request](#) will be sent to the requestor with an [invoice worksheet](#) that outlines the estimation of costs.
4. If the Technology Department requires additional time to complete the request, a [ten day extension](#) notice will be sent to the requestor.
 - a. If the [Technology Worksheet](#) indicates there are costs associated with the request, an invoice outlining the estimation of costs will be sent to the requestor.

*****If costs are associated with the request, no work will be started beyond what is required to understand the scope of the request. Once payment has been received, the ten day extension will begin.**

Two Business Days from Receipt of Request (if 10 day extension and/or payment is NOT needed):

1. Collect responsive documents from appropriate department heads and staff.
2. Review responsive documents for possible [redactions](#) based on exempt materials outlined in [I.C SS 74-112](#)
3. Complete redactions (if required) and get a second review of documents from the appointed Temporary Clerk in Absence of the Clerk of the Board, before delivering responsive documents to confirm all exempt materials have been redacted.

Three Business Days from Receipt of Request:

1. Compile and review responsive documents.
2. If the response is a denial, ensure that legal has reviewed and supports the case for denial.
3. Select and modify appropriate [response template](#).

4. Send draft response and responsive documents to the Superintendent for approval.
5. Once the Superintendent's written approval is received, send response and responsive documents to the requestor. CC the Superintendent.
6. Update information in the [Public Records Request Log](#)

When a Ten Day Extension is Required and Necessary Payments are Received:

1. Send confirmation of payment to legal, technology and/or other departments to begin or complete the process of collecting responsive documents.
2. The Custodian of Records will clearly communicate to staff the date and time responsive documents must be turned over to the Custodian of Records to allow for the redaction of exempt materials and/or legal review to be completed within the required timeframe.
3. Select and modify appropriate [response template](#).
4. Send draft response and responsive documents to the Superintendent for approval.
5. Once the Superintendent's written approval is received, send response and responsive documents to the requestor. CC the Superintendent.
6. Update information in the [Public Records Request Log](#)

2.3 Fee Calculation & Collection

1. Issue an itemized [invoice worksheet](#) to the requestor.
2. After determining the scope of work, advance payment is required before work continues.
3. Payment can only be received via check or money order made out to Lakeland Joint School District.
4. Once payment is received confirm to the requestor that their payment has been received and the 10 business day period has begun.
5. If work takes less time or resources than originally estimated, a refund for the difference will be sent to the requestor.

The first two (2) hours of work are completed without cost. The two hours of work may include the time spent to determine the scope of the records request.

Labor beyond two (2) hours is charged at the hourly rate of the lowest-paid employee who is qualified to complete the request. This may include one of or a combination of the following employees; the Custodian of Records, Technology staff, HR staff, School specific staff or other staff as determined by the nature of the request.

The first one hundred (100) printed pages of documents are completed without cost. Printed copies of documents exceeding one hundred (100+) pages will be provided at the cost of \$0.14 per page.

Electronic Media will be provided at no cost whenever practicable. If the responsive documents exceed what can be sent in a condensed file, the cost of the USB drive or alternative media storage device will be the responsibility of the requester.

If the nature of the responsive documents is above and beyond what the District can reasonably address, the cost of additional software and/or third party consulting services will be the responsibility of the requester and would be discussed with the requester in advance of definitive action being taken.

All payment is due in advance of the work being performed.

Payments should be made in the form of a check or money order to:

Lakeland Joint School District

Payments should be delivered to:

Lakeland Joint School District

Attn: Custodian of Records

15506 N Washington St.

Rathdrum ID, 83858

Section 3: Redaction Protocols

Pursuant to Idaho Code [§ 74-101 through 74-127](#)

Purpose

To ensure the district fulfills public records requests in compliance with Idaho law while protecting sensitive information from unauthorized disclosure.

Applicability

These protocols apply to all district personnel responsible for reviewing, processing, and releasing public records, including both physical and electronic formats.

3.1 Redaction Guidelines

The following categories must be redacted prior to disclosure unless otherwise required by law or court order: pursuant to [I.C. § 74-106](#)

Information Type	Redaction Standard
------------------	--------------------

Social Security Numbers	Redact all numbers
Dates of Birth	Display only year (e.g., XX/XX/1900)
Names of Minor Children	Use initials only (e.g., A.B.)
Financial Account Numbers	Display only last four digits (e.g., XXXXX6789)
Driver's License / ID Numbers	Display only last four digits (e.g., XXXXX123A)
Employer/Taxpayer ID Numbers	Display only last four digits (e.g., XXXXX1234)
Student Records (FERPA)	Redact all personally identifiable information unless written consent is provided
Personnel Records	Redact medical information, classified job applications, evaluations, and disciplinary records unless disclosure is legally authorized
Medical Records (HIPAA)	Redact all protected health information unless authorized
Investigative or Legal Records	Redact if disclosure would interfere with proceedings or violate confidentiality

3.2 Redaction Workflow

1. Initial Review
 - Identify responsive records with the applicable department head and/or technology department.
 - Flag documents containing sensitive or exempt information.
2. Legal Basis Determination
 - Reference Idaho Code exemptions (§ [74-103](#) to [74-107](#)).
 - Check the legal questions log for similar requests related questions. If none;
 - Consult district legal counsel for ambiguous cases.
3. Execution of Redaction
 - [Use permanent redaction tools](#).
 - Ensure redacted content cannot be restored or viewed.

3.3 Quality Assurance

- A second review by the appointed Temporary Clerk in Absence of the Clerk of the Board or the Superintendent is required prior to release of redacted materials.
- Confirm redactions are complete, consistent, and legally justified.

Section 4: Denial & Appeal Process

If you believe a request for public record is exempt from disclosure, send the request form and responsive documents to legal counsel.

If legal counsel confirms denial;

- Using the [denial template](#), provide a written denial notice referencing the exact code section for each exemption to the requestor.
- Specify how to appeal a denial, including timelines.
- Retain all responsive materials until any appeal is resolved.

Section 5: Legal Compliance

5.1 Core Statutes & Regulations

- Idaho Code [§ 33-508](#), Powers and duties of the Clerk
- Idaho Code [§ 74-101 through § 74-127](#): Public Records Act definitions, access rights, exemptions, enforcement
- Family Educational Rights and Privacy Act ([FERPA](#)): Student record confidentiality
- [Idaho Public Records Law Manual](#)

5.2 Exemptions Summary

- Personnel and applicant records ([I.C. § 74-106](#))
- Law enforcement, investigatory, and security plans ([I.C. § 74-105](#))
- Trade secrets and proprietary procurement data ([I.C. § 74-107](#))

5.3 Enforcement & Penalties

- Failure to respond within 10 working days constitutes denial, opening the door to district court petitions.
- Courts may impose civil penalties (up to \$1,200) against officials for bad-faith refusals or unlawful distribution of mailing lists.

Section 6: Records Management

6.1 Records Retention Schedule

Record Type	Retention Period	Disposal Method
Board minutes	Permanent	N/A
Policy manuals	Permanent	Archive
Contracts	7 years after end	Shred
Election materials	5 years after date	Shred
Financial reports	7 years	Shred

6.2 Retention Code Legend

Code	Meaning	Example Use Case
AC	After Closure	Student discipline files
FE	Fiscal Year End	Budget reports, purchase orders
LA	Life of Asset	Equipment inventory
PM	Permanent	Board minutes, policies
US	Until Superseded	Handbooks, procedural guides

6.3 Record Types

	Record Description	Retention Period
1. Administration	Agendas, Attendance Summary, Board Records, Minutes, Reports	PM
	Ballots (General & Bond)	≥8 Months / ≥60 Days
	Board Member Records, Program Review	AC+3 yrs

	Contracts & Leases	AC+6 yrs
	Donations, Organization Chart, Press Releases	PM
	Enrollment & General Admin	3 yrs

2. Fiscal Records	Record Description	Retention Period
	AP/AR, Appropriations, Bank Statements, Bid Documentation, Cancelled Checks, Cash, Chart of Accounts, Expenditures, External Reports, General Ledger, Operating Budgets, Purchasing, Receipts, Reconciliations, Reimbursable	FE+3 yrs
	Grants, Insurance Claims, Returned Checks, USDA	AC+3 yrs
	Insurance Policies	AC+5 yrs
	Long-Term Liabilities, Tax Records	AC+4 yrs
	Title I Ch.2, Title VI-B	FE+5 yrs
	Signature Authorizations	US+FE+3 yrs
	Capital Assets	LA+3 yrs
	Annual Reports, Deeds, Easements, Final Audits, Legal Advice, Litigation, Performance Bonds, Retention Schedules	PM
3. Volunteer Records	Record Description	Retention Period
	All Volunteer Records	AC+3yr

4. Personnel Records	Record Description	Retention Period
	Adjustments, Leave Requests, Sick Leave Pool, Status	FE+3 yrs
	Applications (Hired), W2, W4	AC+5 yrs / 5 yrs
	Applications (Not Hired), Corrective Action, Counseling, Criminal History, Deduction Authorizations, Disciplinary Action, Employee Statements, Grievance, Recognition, Training, Unemployment Compensation	AC+1–6 yrs
	Benefit Plans, Direct Deposit, Driving Record, Employee Benefits, Insurance, License	US / US+1 yr
	Earnings, Income Adjustments, Time Sheets, Unemployment Claims	3–4 yrs
	PERSI Enrollment/Termination	6 yrs
	Announcements, Procedure Descriptions, Selection Records	US+3 yrs / 2 yrs
	Contracts, Former Employee Verification	Original Hire Date +50 yrs
	Liability Releases, Overtime, Performance Appraisals, Personnel Info, Policy Manuals	PM
	Resume (Unsolicited)	1 yr
	Workers' Compensation	AC+10 yrs
	Eligibility	AC+4 yrs
5. Student Records.	Record Description	Retention Period
	Education	PM
	Special Education	FE+6yr
	Medicaid	FE+5yr

6. Facilities & Equipment	Record Description	Retention Period
	History Files, Manuals	LA (+3 yrs for History Files)
	Plans & Specs	A. PM B. AC+2 yrs
	Appraisals	3 yrs
	Disposal, Sales	PM
	Utility Usage	1 yr
	Property Logs	US+3 yrs
7. Safety & Compliance Includes.	Record Description	Retention Period
	Access Records, Damage, Fire Orders, Lost/Stolen Reports	FE+3 yrs / AC+2 yrs
	Accidents	8 yrs
	Disaster Preparedness, Evacuation Plans, Hazardous Material Disposal	PM
	Chemical Lists, SMDS	30 yrs
	Incidents	3 yrs (or 30 yrs*)
	Inspections	LA
8. Technology & Systems	Record Description	Retention Period
	Backups	US or 1yr
9. Transportation & Vehicles	Record Description	Retention Period
	Operation Logs, Registration	1yr
	Inspection, Repair	LA+1yr

6.4 Record Disposal & Destruction

Annually, during the month of July, the process of reviewing and identifying possible records for disposal and destruction will be initiated. This process includes;

- Generating a list of eligible records for destruction.
- Secure Board and/or Superintendent approval for items on the disposal list, then execute a [certificate of destruction](#).
- Utilize locked shredders or bonded destruction services for confidential materials.

Section 7: Policy Reference

7.1 Governance & Board Operations

- Clerk ([Policy 1220](#))
- Authorization of Signatures and Electronic Signatures ([Policy 1260](#))
- District Policy ([Policy 1300](#))
- School Board Use of Electronic Mail and Social Media ([Policy 1405](#))

7.2 Public Records & Requests

- Records Available to Public ([Policy 1530](#))
- Records Available to the Public ([Policy 4260](#))
- District Record Request Form ([Policy 4260F](#))

7.3 Student Records & Privacy

- Student Records ([Policy 3570](#))
- Notification to Parents and Students of Rights Concerning a Student's School Records ([Policy 3570F](#))
- Maintenance of School Student Records ([Policy 3570P](#))
- Student Data Privacy and Security ([Policy 3575](#))
- Records of Missing Children ([Policy 3610](#))

7.4 Personnel Records & Communication

- Employee Electronic Mail and On-Line Services Usage ([Policy 5330](#))
- Personnel Files ([Policy 5500](#))
- Procedures for Releasing Personnel Records to Hiring School Districts ([Policy 5500P](#))

7.5 Records Management & Retention

- Records Management ([Policy 8600](#))
- Retention of District Records ([Policy 8605](#))
- HIPAA ([Policy 8610](#))
- Security ([Policy 9500](#))

Section 8: Best Practices

- Maintain a [centralized log](#) of all records requests with status updates, timeline tracking and invoices.

- Update the [Public Records Training for Staff](#) and conduct annual training for staff, as requested by the Superintendent.
- Establish an on-call roster so that the appointed Temporary Clerk in Absence of the Clerk of the Board can respond during absences or emergencies.

Appendices

A. Glossary of Terms

- **Archival:** Records preserved permanently for historical or legal value
- **Custodian:** Individual responsible for public records maintenance and access.
- **Exempt Material:** Information protected from disclosure by statute.
- **FERPA:** Federal law protecting student education records
- **HIPAA:** Federal law protecting health information
- **Metadata:** Data about data—used in digital records systems
- **Open Meeting:** A gathering of a quorum of the Board to discuss public business.
- **Quorum:** A majority of board members required to conduct official business.
- **Redaction:** The act of obscuring exempt information before disclosure.

District Record Request Form

Request for Public Records

I request: ☐ to examine ☐ to copy ☐ to receive an electronic copy of the following records:
(please be as specific as possible)

Requester's Name (Please Print)

Mailing Address:

Daytime Phone Number

Date of Request

Received By: _____

Date Received: _____

Public Agency: Lakeland Joint School District No. 272

_____ Initial if Applicable: More than three working days are needed to locate or retrieve the requested records. A response shall be provided within ten working days of the request.

Cost for _____ copies at 14¢ per single-sided page.

Amount Received: _____

Cost for _____ labor at the rate of _____ per hour.

Amount Received: _____

Cost for _____, attorney fees (attorney name: _____) for redacting.

Amount Received: _____

Cost for _____ additional and necessary expenses.

Amount Received: _____

Receipt Number: _____

I HAVE READ AND UNDERSTAND THE CHARGES WHICH MAY BE ASSOCIATED WITH MY REQUEST.

Signature

Per page cost for copies: _____ Employee Hourly rate: _____

Actual time spent responding to request: _____

Attorney costs responding to request: _____

Estimated Fees Total: _____ Total Received: _____

Receipt Number: _____ Date Completed: _____

Lakeland Joint School District #272

15506 N. Washington Street, Rathdrum, Idaho 83858

208-687-0431

web.lakeland272.org



LJSD Vision: A community committed to academic excellence ... dedicated to student success.

Date:

Name:

Address:

Phone:

Email:

Dear _____,

This Letter is in response to your public records request dated [insert date], wherein you requested the following:

“ _____ ”

We are in receipt of your request for public records dated_____.

Pursuant to Idaho law, every person has a “right to examine and take a copy of any public record of the state” and these records must be available for inspection “at all reasonable times” unless otherwise provided by statute. Idaho Code § 74-102. The District’s/Charter School’s response to the request must be provided within three (3) working days of the request, or, under circumstances where a longer period of time is needed to locate or retrieve the public records, up to ten (10) working days is allowed for the response. Idaho Code § 74-103. If it is determined that the existing electronic record must be converted to another format and that such conversion cannot be completed within ten (10) working days, the District/Charter School will provide the converted public record at a time mutually agreed upon between the District/Charter School and the requester. Idaho Code § 74-103.

Upon our initial review of your request, the District will be in touch with you within ____ days of your request. Should our efforts indicate the need for additional time, information or costs, we will be in touch with you immediately to update you on the status of your request.

Lakeland Joint School District #272

15506 N. Washington Street, Rathdrum, Idaho 83858
208-687-0431
web.lakeland272.org



LJSD Vision: A community committed to academic excellence ... dedicated to student success.

May 4, 2026

Dear _____,

Your records request, dated _____ has been received. At this time we are requesting up to ten (10) working days to process your request pursuant to Idaho Code Section 74-103(2).

Sincerely,

Public Record Technology Worksheet



Date of Request

Requestor's Name

--	--

Public Records Request

Text of Request
Record Delivery Type (if known): ☐ Paper ☐ Electronic
Additional Details:

The following information needs to be provided to the Custodian of Records within one business day of the receipt of the public records request.

1. Based on the public records request above, how many individual searches will need to be completed?
2. Based on your experience, how long will each search process take to review?
3. If you need to run a partial query to better understand the lift of the request, how long did that partial query take?
4. If you need to include video recordings to complete the request, how many hours will it take to search for and download the recordings?
5. If you are including video recordings, how many hours will it take you to redact student faces?
6. Will a third party contractor or specific technology be need to be procured to complete this request? If so, please indicate the contractor, product and estimated cost.
7. What is the hourly rate of the employee (or employees) that will executing technology's portion of the public records request?

Technology Cost Work Up

Number of searches to complete		Tech. time to comply (in ¼ hr increments)	
Review time for search results		Was a Partial Query ran for fact finding? How long?	
Does the request include video		Video Redaction Time	
Contractor or equipment needed to comply?		Cost	

Who is completing the search and/or retrieval?

Classification of Lowest Employee Capable of Retrieving/Copying the Information	Name	Hourly rate of pay	Total time on PRR
Technology Director			
Network Administrator			
IT Lab Tech or other			

Public Record Cost Worksheet/Invoice



Date of Request

Requestor's Name

Email and Phone Number

--	--	--

Public Records Request

Text of Request
Record Delivery Type: ☐ Paper ☐ Electronic
If Requesting Electronic Records: ☐ Email ☐ Jump Drive (\$8 to \$75 depending on size of deliverables)

Search and/or Retrieval Charges

Classification of Lowest Employee Capable of Retrieving/Copying the Information	Hourly Pay Amount	Time to Comply (in ¼ hr increments)	Total Amount
Technology Director			
Network Administrator			
IT Lab Tech			

Copying of Public Records/Audio/Video

Classification of Lowest Employee Capable of Retrieving/Copying the Information	Hourly Pay Amount	Time to Comply (in ¼ hr increments)	Total Amount
Custodian of Records			
Admin Assistant			

Separation of Exempt from Nonexempt Information

Classification of Lowest Employee Capable of Retrieving/Copying the Information	Hourly Pay Amount	Time to Comply (in ¼ hr increments)	Total Amount
Legal			
Custodian of Records			

Total Cost:

Search and Retrieval	Copying of Records	Exempt from Nonexempt	Total Cost
+	+	=	

Please send payment to the **Custodian of Records PO Box 69 Rathdrum ID 83858**. Once your payment has been received, we will begin compiling your requested records. Should the cost of your request increase based on record discovery, the Custodian of Records will contact you before proceeding. If the cost of your request is less than what was estimated, you will be refunded the difference.

Redaction Guidelines

The following categories must be redacted prior to disclosure unless otherwise required by law or court order: pursuant to [I.C. § 74-106](#)

Information Type	Redaction Standard
Social Security Numbers	Redact all numbers
Dates of Birth	Display only year (e.g., XX/XX/1900)
Names of Minor Children	Use initials only (e.g., A.B.)
Financial Account Numbers	Display only last four digits (e.g., XXXXX6789)
Driver's License / ID Numbers	Display only last four digits (e.g., XXXXX123A)
Employer/Taxpayer ID Numbers	Display only last four digits (e.g., XXXXX1234)
Student Records (FERPA)	Redact all personally identifiable information unless written consent is provided
Personnel Records	Redact medical information, classified job applications, evaluations, and disciplinary records unless disclosure is legally authorized
Medical Records (HIPAA)	Redact all protected health information unless authorized
Investigative or Legal Records	Redact if disclosure would interfere with proceedings or violate confidentiality

Redaction Workflow

1. Initial Review
 - Identify responsive records with the applicable department head and/or technology department.
 - Flag documents containing sensitive or exempt information.
2. Legal Basis Determination
 - Reference Idaho Code exemptions (§ [74-103](#) to [74-107](#)).
 - Consult district legal counsel for ambiguous cases.
3. Execution of Redaction
 - [Use permanent redaction tools](#).
 - Ensure redacted content cannot be restored or viewed.
4. Documentation
 - Maintain a redaction log including:
 - Request ID

- Record type
- Redacted fields
- Statutory basis

5. Notification

- If redaction affects third-party rights, notify affected individuals when feasible.

Quality Assurance

- Peer or supervisor review is required prior to release.
- Confirm redactions are complete, consistent, and legally justified.

Lakeland Joint School District #272

15506 N. Washington Street, Rathdrum, Idaho 83858
208-687-0431
web.lakeland272.org



LJSD Vision: A community committed to academic excellence ... dedicated to student success.

Date: _____, 2026

Name:
Email:
Address:
Phone:

Dear _____,

Regarding your September 1, 2026 public records request for the following:

“ _____ ”

**The purpose of this letter is to inform you that your request has been processed.
Please see the following response:**

The following responsive documents have been attached based on your request.

“ _____ ”

If you have any further questions feel free to contact me.

Lakeland Joint School District #272

15506 N. Washington Street, Rathdrum, Idaho 83858
208-687-0431
web.lakeland272.org



LJSD Vision: A community committed to academic excellence ... dedicated to student success.

Date: _____

Name:
Address:
Phone:
Email:

Dear _____,

Regarding your __Date__ public records request for the following:

" _____ "

In response to your request, we had our attorneys have conducted a review to determine what, if anything, can be produced responsive to your request. Based on this communication, as well as our own independent review of the Idaho Code, I am writing at this time to advise that there are no documents that can be produced in response to this request.

The following records are exempt from disclosure:

[TEXT FROM THE STATUTE]

Your request for information regarding **[DESCRIBE REQUESTED RECORDS]** that are not discloseable pursuant to *Idaho Code* § **[Code]** (**[NAME OF CODE]**), and 20 U.S.C. § 1232g; 34 CFR Part 99 – the Family Educational Rights and Privacy Act (FERPA).

Because the response to your request is a denial, in accordance with the provisions of *Idaho Code* § 74-103(4), we are advising you that legal counsel for the school district has reviewed your request and had an opportunity to consult with the school district's personnel regarding the same. In addition, if you are in disagreement with this denial, you are hereby notified that you have the right to appeal this denial pursuant to *Idaho Code* § 74-115. Your appeal must be filed with the District Court of the County where

the School District is located within One Hundred and Eighty (180) calendar days from the date of the mailing of this denial.

If you have any further questions feel free to contact me.

Records Request Training for Staff 2026-27

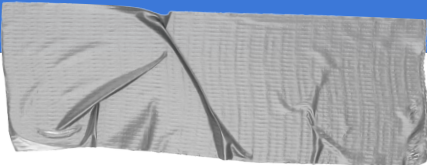
Lakeland Joint
School District #272



What is a Public Record?

Any writing containing information about public business that is prepared, owned, used, or kept by the district. Under the [Idaho Public Records Act \(Idaho Code §74-101 through 74-126\)](#), these records are open to the public unless a specific law keeps them private.





The Three Types of Requests

- **1. Public Records Request**
a formal, written request to examine or copy government documents or electronic files relating to the public's business. Governed by the [Idaho Public Records Act](#), any person can submit one to state or local agencies, though exemptions exist for confidential, personnel, student, legal, medical, or law enforcement records.
- **2. Subpoena for Records**
a legal document issued by a court, attorney, or government agency that compels an individual or organization to produce specific documents, data, or other physical evidence.
- **FERPA/Student Record Request**
A FERPA request is a formal submission to an educational institution to access, amend, or control the release of a student's education records. It is governed by the federal Family Educational Rights and Privacy Act (FERPA).

What you can request: Any written document, electronic file, or record relating to the conduct of LJSD business prepared, owned, used, or retained by LJSD.

Who can request: **ANY PERSON**, including non-residents. They do not need to state their purpose for the request.

Timeline: LJSD generally has three business days to either grant or deny your request. This can be extended by up to 10 business days under specific circumstances (like needing to locate voluminous records or consult with legal counsel).

Common Exemptions: For a public records request, LJSD cannot release personnel, law enforcement investigative records, student files, medical records, ongoing legal/discrimination investigations, and certain trade secrets or academic research.

Fees: LJSD must generally fulfill requests free of charge unless the request exceeds 100 pages, requires redacting confidential information, or requires more than 2 person-hours of staff labor. Requestors are also strictly prohibited from using the information for bulk mailing or telephone lists.



Public Records Requests



Subpoena For Records

Key Details: Litigants use it during the discovery process to obtain evidence from third parties who are not directly involved in a lawsuit (e.g., schools, banks, hospitals, or employers).

Who Can Request: Any person, provided that it is a properly executed subpoena in the state of Idaho. Documents are not collected until legal counsel has been consulted.

Timeline: The subpoena will have specific details of when the documents are required to be turned over.

What it Requests: It can demand a wide variety of evidence, including student records, financial statements, personnel records, emails, phone logs, or video footage.

Legal Requirements: Compliance is mandatory.

Exceptions: LJSD can challenge the demand by filing a motion to quash if the request is overly broad, unduly burdensome, or involves legally protected and privileged information.

Who Can Request: A student, parent, or legally authorized representative on behalf of the student.

Timeline: LJSD has 45 days from the date of the request to compile, redact (when applicable) and turn over documentation.

Request for Transcripts: A generic request for student transcripts can be fulfilled by the individual school or the District Office.

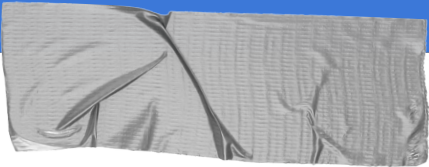
Request to Inspect and Review Records: Parents or "eligible students" (students 18 or older) have the right to request to see and review their education records.

Request to Amend Records: If there is a belief that education records contain information that is inaccurate, misleading, or in violation of the student's privacy, you can request an amendment.

Student Consent and Disclosure: Under FERPA, schools cannot share a student's non-directory information (like grades or disciplinary records) with third parties without written consent. Students and parents can also request to withhold "directory information" (such as names, addresses, or honors) from being published or released.



**FERPA/
Student
Records**



**What does
this mean
for you?**

This means...

When a request is received, ALL applicable records are reviewed before turning them over to the requestor.

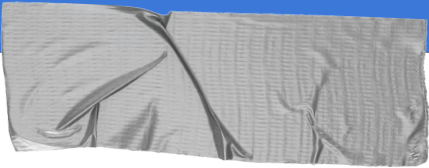
Labeling a document “FERPA”, “Confidential”, “Personnel”, or “Legal” does not automatically eliminate the document from being turned over to the requesting party.

Even if documents will not be turned over to the requester, they WILL be reviewed by multiple LJSD staff AND possibly our legal team.



Some thoughts for your day to day

1. **Label emails in a way that is helpful for you.** Having 4,567 emails labeled FERPA can't be helpful or easy to navigate. Its ok to use student names in an email titled "bus routes". If FERPA is a helpful subject line, add the date, subject or student initials. For example, "FERPA S.B. Fall IEP Meeting" could be helpful to both you on a day-to-day basis, AND the custodian of records in the event of a records request.
2. **Try not to mix content in your emails.** If you are discussing a student and mention "sorry for the delay in getting back to you, my son was at the hospital for..." that information is now part of a public records request. While the custodian of records will be reviewing documents and redacting appropriately, the scope and scale of the request increases the likelihood of these types of details being missed.
3. **Before sending an email, consider whether the topic is best communicated in writing or through a conversation.** Email is ideal for sharing information and documenting decisions, but if a message is sensitive, nuanced or likely to be misinterpreted, a conversation may be the more effective first step.
4. If you do work from a personal device, **you may be asked to examine your device for records** that might align with a records request.
5. **As a general rule, do not put anything in writing that you would not want to have read by a member of the public, or published in a news article.**



Please don't
hesitate to ask
questions!

clerk@lakeland272.org

