

**\*871 – Storage and Retrieval of Business Records.** We have added language from the 2018 amendments to the public records law to this policy to more fully reflect the obligations of school districts with respect to storage and retrieval of business records. As this language is included in Policy 276, which we recommend updating as soon as possible, this update need not necessarily take priority in importance of policies to be updated.

The board of trustees recognizes that all of the business and administrative records of the district that are not expressly deemed confidential by state or federal law are public records. Included within those records are hard copy paper records and those records made and/or retained in electronic or other media format. The district administration shall determine appropriate procedures to be utilized for the storage and retrieval of all district records, including those that are in electronic or other format, to safeguard the records and facilitate compliance with the rights of the public to access public records and to comply with other legal requests for access to such materials.

The board of trustees will appoint a custodian or custodians for all public records of the district. As defined in the Idaho public records law, the custodian is the person or persons having personal custody and control of the public records in question or authorized access thereto, and includes all delegates of such officials, employees or representatives.

By January 1, 2019, the district will adopt guidelines that identify the general subject matter of all public records kept or maintained by the district, the custodian(s) thereof, and the physical location of such documents.

The district will designate one (1) person as custodian to receive public records requests and provide at least one (1) alternate custodian for contingencies. The name and contact information for the district's designated custodian will be available on the district's website.



**LEGAL REFERENCE:**

Idaho Code Sections 74-101 *et seq.*  
*Cowles Publishing Co. v. Kootenai County Board of Commissioners*, 144 Idaho 259, 159 P.3d 896 (2007)  
Rule 26(f), Federal Rules of Civil Procedure

**ADOPTED:**

**AMENDED:**