

# **Lakeland Joint School District #272**

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**One District. One Mission. Every Student. Every Day.**

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## **Board Agenda Item** **Request**

**AGENDA ITEM: Action Item**

**PURPOSE: Present new handbook**

**MEETING DATE: 8/13/25**

**PREPARED BY: Sierra Schrader**

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**INFORMATIONAL SUMMARY: I have created a Custodian of Records Handbook for the Board's Consideration.**

**FINANCIAL CONSIDERATION: None**



# **Custodian of Records Records Request Handbook**

**2025**

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

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# Section 1: Records Management

## 1.1 Classification & Retention

- Categorize records as Active (in regular use), Inactive (occasional reference), or Archival (historical preservation).
- Apply retention schedules according to district policy and Idaho Code:
  - Board minutes: Permanent
  - Policies and regulations: Permanent
  - Contracts and leases: 7 years after expiration
  - Election materials: 5 years post-election
  - Emails and transitory documents: 1 year unless tied to a legal matter

## 1.2 Filing Systems & Indexing

- Maintain dual systems:
  - Electronic Document Management System (EDMS) with metadata tags (date, document type, keywords).
  - Physical filing cabinets organized by folder code and indexed in a master log.
- Conduct quarterly audits to verify proper labeling, folder completeness, and secure storage of sensitive files.

## 1.3 Record Disposal & Destruction

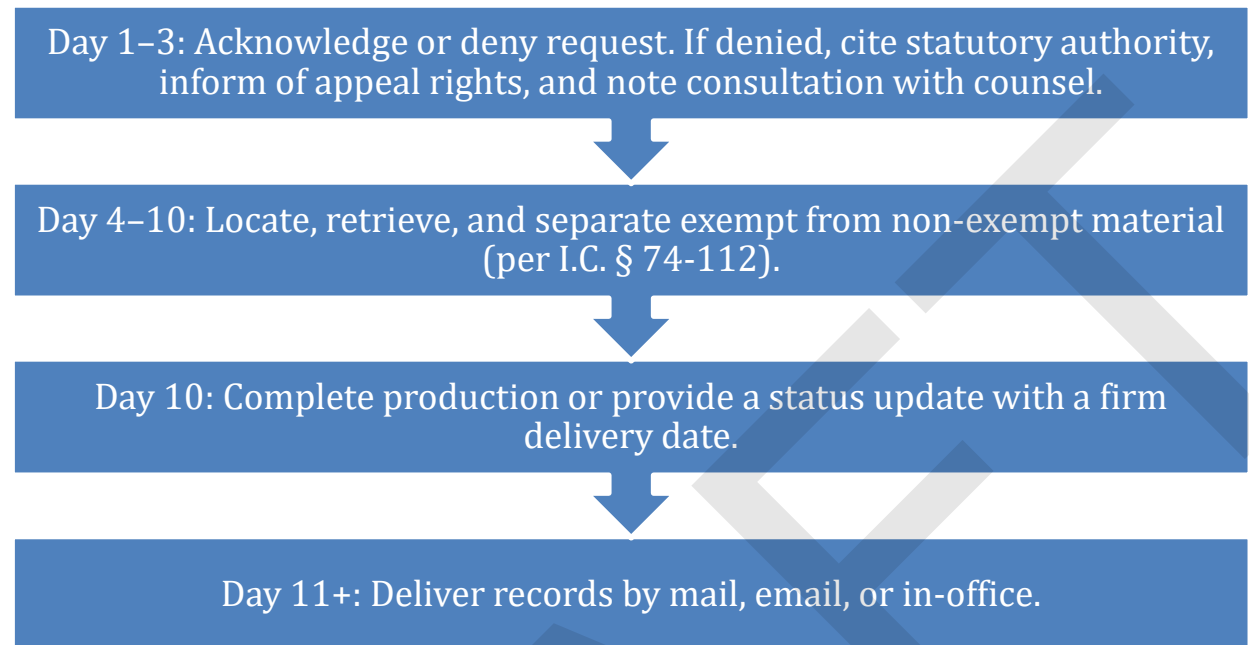
- Generate a list of eligible records for destruction.
- Secure Board and/or Superintendent approval for disposal lists, then execute a certificate of destruction.
- Utilize locked shredders or bonded destruction services for confidential materials.

# Section 2: Public Records Procedures

## 2.1 Request Intake & Triage

1. Submission
  - Require written requests via district form or email to [clerk@lakeland272.org](mailto:clerk@lakeland272.org).
  - Collect the requester's name, mailing/email address, telephone number, description of records sought, and date range.
2. Acknowledgment
  - Send an automated confirmation within one business day.
3. Scope Assessment
  - Review for clarity, suggest refinements, and estimate complexity (volume, redactions, conversion).

## 2.2 Response Workflow & Timeline



## 2.3 Fee Calculation & Collection

Service	Charge
First 100 pages	No fee
Copies beyond 100 pages	\$0.14 per page
Labor beyond 2 hours	Hourly rate of lowest-paid qualified employee
Attorney review/redactions	Hourly rate of lowest-paid district attorney
Electronic media (CD/DVD/USB)	Cost of media + conversion

**Issue an itemized invoice; require advance payment before work continues.**

- ★ Consider fee waivers if the request meets criteria for public interest and financial hardship.

## 2.4 Denial & Appeal Process

- Provide written denial notices referencing the exact code section for each exemption.
- Specify how to appeal to the Superintendent or Board, including timelines.
- Retain all responsive materials until any appeal is resolved.

## Section 3: Legal Compliance

### 3.1 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](#)

### 3.2 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](#))

### 3.3 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.
- Good faith reliance on attorney advice constitutes statutory immunity for custodians.

## Section 4: Key Highlights from the 2025 Public Records Law Manual

- Presumption of openness: All records are public unless specifically exempted.
- Custodian's duty: Provide reasonable facilities, prevent record alteration, and designate alternates.
- Fee rules: Only actual copying and narrow labor costs may be charged; no administrative overhead.
- Distribution control: Mailing and telephone lists cannot be sold or shared without individual consent.
- Appeal routes: District court challenges must be filed within 180 days of denial notice.
- In-camera review: Courts may examine disputed records privately before ruling.

## Section 5: Best Practices

- Maintain a centralized log of every public records request with status updates and fee invoices.
- Conduct annual training for all administrative staff on open meetings and public records laws.
- Establish an on-call roster so that an alternate custodian can respond during absences or emergencies.

# Appendices

## A. Sample Public Records Request Form

Field	Description
Requester Name	Full legal name
Contact Information	Mailing address, email, phone
Records Description	Specific titles, dates, keywords
Format Requested	Paper, PDF, other electronic
Fee Waiver Requested	Yes/No (include justification)

## B. Denial Notice Template

Date: \_\_\_\_\_  
To: [Requester Name]

Dear [Name],

Your request for [describe records] received on [date] has been denied in part/full under Idaho Code § [citation].

Exemption(s) applied: [list statutes].

You may appeal this decision to the Superintendent by writing within 10 working days of this notice.

Sincerely,  
[Clerk Name]  
Clerk of the Board / Custodian of Records

### C. Records Retention Schedule (Excerpt)

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

### D. Glossary of Terms

- **Custodian:** Individual responsible for public records maintenance and access.
- **Exempt Material:** Information protected from disclosure by statute.
- **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.