

Noninstructional Operations - Records Management

Records Management

A fireproof, waterproof vault will be provided for the retention of public records, including but not limited to minutes, annual audit reports, employment records, student records, etc.

The Public Records Coordinator and custodian of records shall be under the supervision of the Superintendent.

Personnel files and student files are confidential and are to be disclosed only as provided in policy and/or by law. A record of persons examining or copying personnel files or student files, other than administrative staff, shall be kept for each employment file and student file.

All public records will be provided to the public in accordance with the laws of the State of Idaho and District Policy 1530.

Record Safety

The Superintendent shall create and enforce a procedure in an effort to keep the District's data and vital records safe and secure in the event of a possible disaster. Examples of vital records include personnel files, student records, fiscal documents (financial and insurance), etc.

In creating the procedure, the Superintendent or designee shall consider the following:

- Physical security;
- Backup storage security;
- Backup schedule;
- Rotate backups;
- Remote access;
- Personnel authentication;
- Backup infrastructure security;
- Duplicating records for off-site storage; and
- Storing computer tapes and disks in fire/waterproof safes.

The procedures should provide for a written comprehensive disaster recovery plan. Such a plan ensures that vital records are backed up daily and that the District will be able to recover operations quickly. In the event of a disaster, the identification and protection of vital records is of great importance.

Legal Reference:

[Title 74 Chapter 1 Public Records Act](#)

Policy History:

Adopted on: December 14, 2015

Revised on: (Pending)

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Commented [1]: (16) A public agency or elected official shall designate a custodian or custodians for all public records, which includes any public official having custody of, control of, or authorized access to public records and also includes all delegates of such officials, employees or representatives. 74-102, 74-119

Commented [2]: Records of a current or former employee other than the employee's duration of employment with the association, position held and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses, of the executive director, executive officers or commissioners of the association. All other personnel information relating to an association employee or applicant, including but not limited to information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, retirement plan information and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent. An employee or authorized representative may inspect and copy that employee's personnel records, except for material used to screen and test for employment or material not subject to disclosure elsewhere in the Idaho public records act. 74-106

Commented [3]: (i) Access to student data in the student data system shall be restricted to: (1) the authorized staff of the state board of education and the state department of education and the board's and the department's vendors who require such access to perform their assigned duties; (2) the district and the district's private vendors who require access to perform their assigned duties and public postsecondary staff who require such access to perform their assigned duties; (3) students and their parents or legal guardians; and (4) the authorized staff of other state agencies in this state as required by law and/or defined by interagency data-sharing agreements. 33-133

Commented [4]: Public records — Right to examine. (1) Every person has a right to examine and take a copy of any public record of this state and there is a presumption that all public records in Idaho are open at all reasonable times for inspection except as otherwise expressly provided by statute 74-102

Commented [5]: This is a word for word copy of Coeur d'Alene's policy <https://go.boarddocs.com/id/cdaps/Board.nsf/Public?open&id=CMLT3L756B26#>

Commented [6]: Utilizes 33-133, 74-102, 74-106, 74-119