

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: KDB

INSPECTION OF PUBLIC RECORDS

Records of the Park County School District No. 6, except those specifically exempted by federal law or regulation, by state statute, or by pertinent court rulings, are open to public inspection at the Office of the Superintendent or other offices or locations where records are housed throughout the district.

Persons desiring to examine or obtain copies of records not exempt from public disclosure may do so during the regular working hours of any of its schools or operational locations within the district, upon submission of a written application requesting the desired information. However, no records shall be released for inspection by the public or any other unauthorized persons -- either by the superintendent or any other person designated as custodian for district records -- if such disclosure would be contrary to the public interest, as described in state law.

Written application shall be made to the records custodian or his/her designee and shall be specific so that the description of the information desired is such that it may easily be identified. Application for information containing requests that are global in nature and cannot be directly related to specific purpose will be denied. Should the request not be granted, the reason for refusal will be stated in writing.

Fees for copies or reproduction for making such copies shall be paid in advance by cash or money order payable to the Park County School District No. 6.

All records of the Park County School District No. 6 are open to public inspection with the exception of:

1. Those records which are related to impending acquisition of properties;
2. The results of any student tests, examinations, psychological assessment or measures of aptitude which may be personally identifiable or used to individually characterize;
3. Personnel data, wherever located in the district or in whatever form, the disclosure of which would be a breach of the right to privacy and which may be used to personally characterize an individual. This includes, but is not limited to, information concerning marital status, medical histories, health conditions, reputation, employers' assessments and evaluations and infirmities and disabilities;
4. Preliminary working papers designed to provide the background study necessary to policy formulation, promulgation of procedures, or development of personnel administration practices and procedures;
5. Test questions, scoring keys, and other examination data used to administer an academic examination before it is given or if it is to be given again;
6. Preliminary drafts, notes, correspondence which is intended to give notice of final action of the Board;
7. Those records restricted by law to the person of interest and to duly elected or appropriate officials;
8. Other records excluded by law.

Rules and Regulations

Pursuant to Wyoming Statute 9-9-102, et. seq., the following rules and regulations are adopted by the Park County Board of Trustees:

1. The principal office of the Park County School District No. 6 Board of Trustees is located at the district Superintendent's Office in Cody, Wyoming.
2. Copies of public records maintained by the Board are available upon payment of the following fees:

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- a. Letter and legal size documents which may be made by utilizing the agency's copier -- 20 cents per page of copy paper required,
- b. Documents which are incapable of being reproduced by the Board's facilities will be charged at the cost to the Board for outside reproduction,
- c. Permission to inspect and/or copy documents may be obtained by making a verbal request for same and by tendering the required fee, if any, unless the custodian, or his/her delegate, determines, following the receipt of such verbal request, that there is a reasonable question as to whether the document requested is a "public record" within the meaning of the law or is excluded from the application of such statutes relating to public records. Should the custodian or his/her delegate make such a determination, then the person seeking to inspect and/or copy the document should submit to the custodian a written request describing in detail the specified document which he/she desires to inspect and/or copy. The custodian shall then proceed according to the provisions of such statutes.

Legal Ref.: W.C. 9-9-101 through 9-9-104

Adopted: 9/20/83