

**Corvallis School District**

**THE BOARD OF TRUSTEES**

1401

Records Available to the Public

All District records except those restricted by state and federal law shall be available to citizens for inspection at the clerk's office.

In accordance with § 20-9-213(1), MCA, the record of the accounting of school funds shall be open to public inspection at any meeting of the trustees. A fee will be charged for any copies requested. Copies will be available within a reasonable amount of time following the request.

A written copy of the Board's minutes shall be made available to the general public within 5 working days following approval of the minutes by the Board. If requested, one free copy shall be provided to the local press within 5 working days following approval by the Board.

Fees will be charged as follows:

- a) Copy of Board of Trustee minutes - 15¢ per page
- b) Copy of other materials - 25¢ per page
- c) Time spent researching a copy project will be charged at the employee's hourly rate of pay.

Legal Reference:     § 20-9-213, MCA     Duties of Trustees  
                          § 20-3-323, MCA     District Policy and Record of Acts

Policy History:

Adopted on: 11/4/98

Effective Date: 1/1/99

Revised on: