

1 **Charlo Public School District**

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3 **THE BOARD OF TRUSTEES**

1401

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5 Records Available to Public

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

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10 Any individual may request public information from the district. The district shall make the  
11 means of requesting public information accessible to all persons.

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13 Upon receiving a request for public information, the district shall respond in a timely  
14 manner to the requesting person by:

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16 (a) Making the public information available for inspection and copying by the requesting  
17 person; or

18 (b) Providing the requesting person with an estimate of the time it will take to fulfill the  
19 request if the public information cannot be readily identified and gathered and any  
20 fees that maybe charged.

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22 The district may charge a fee for fulfilling a public information request. The fee may not  
23 exceed the actual costs directly incident to fulfilling the request in the most cost-efficient  
24 and timely manner possible. The fee must be documented. The fee may include the time  
25 required to gather public information. The district may require the requesting person to pay  
26 the estimated fee prior to identifying and gathering the requested public information.

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28 The district is not required to alter or customize public information to provide it in a form  
29 specified to meet the needs of the requesting person. If the district agrees to a request to  
30 customize a records request response, the cost of the customization may be included in the  
31 fees charged by the district.

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

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38 A written copy of Board minutes shall be available to the general public within five (5)  
39 working days following approval of the minutes by the Board. If requested, one (1) free copy  
40 of minutes shall be provided to local media within five (5) working days following approval  
41 by the Board.

1 Fees will be charged as follows:  
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3 a) Copy of Board minutes - 15¢ per page  
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5 b) Copy of other materials - 25¢ per page  
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7 c) Time spent researching a copy project will be charged at the employee's  
8 hourly rate of pay.  
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12 Legal References: § 2-6-1003, MCA Access to Public Information  
13 § 2-6-1006, MCA Public Information requests - fees  
14 § 20-3-323, MCA District policy and record of acts  
15 § 20-9-213, MCA Duties of trustees  
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20 Policy History:

21 Adopted on: 03/2010

22 Reviewed on:

23 Revised on: 7/17/18