

1 **Potomac Elementary**

2  
3 **THE BOARD OF TRUSTEES**

1401

4  
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.

9  
10 An individual wishing public information that is in electronic format or other nonprint media  
11 must submit a detailed description, to the Principal, of the information requested. The District  
12 will provide the public information as required under § 2-6-110, MCA.

13  
14 In accordance with § 20-9-213(1), MCA, the record of the accounting of school funds shall be  
15 open to public inspection at any meeting of the trustees. A fee may be charged for any copies  
16 requested. Copies will be available within a reasonable amount of time following a request.

17  
18 A written copy of the Unofficial Board Minutes shall be available to the general public within 5  
19 working days of a board meeting. A written copy of Board minutes shall be available to the  
20 general public within five (5) working days following approval of the minutes by the Board. If  
21 requested, one (1) free copy of minutes shall be provided to local media within five (5) working  
22 days following approval by the Board.

23  
24 Fees will be charged as follows:

- 25  
26 a) Copy of Board minutes - 15¢ per page  
27  
28 b) Copy of other materials - 25¢ per page  
29  
30 c) Time spent researching a copy project will be charged at the employee's hourly  
31 rate of pay.  
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35 Legal References: § 2-6-110, MCA Electronic Information and nonprint records  
36 § 20-3-323, MCA District policy and record of acts  
37 § 20-9-213, MCA Duties of trustees  
38

39 Policy History:

40 Adopted on: October 11, 2010  
41 Reviewed on: February 13, 2012  
42 Revised on: March 12, 2012