

**BOARD OF TRUSTEES  
CHURCHILL COUNTY SCHOOL DISTRICT**

**PUBLIC RECORDS POLICY**

- A. All public records of the Churchill County School District, the contents of which are not otherwise declared by law to be confidential, shall be open at all times during office hours to inspection by any person, and may be fully copied as set forth by regulation.
- B. Upon receipt of a written request to inspect or copy a public record, the office of the superintendent shall within five business days after the date on which the request is received:
  - 1. Copy or allow the inspection of the record;
  - 2. Notify the requestor, in writing, that the office does not have legal custody or control of the record and where, if known, the public record is located;
  - 3. Notify the requestor, in writing, of the date and time when the record will be available if the office cannot make the record available within five business days, or
  - 4. Notify the requestor that the record is confidential, in writing, including a citation to the legal authority that makes the records confidential, after consultation with legal counsel. Records which contain confidential information shall be provided if the confidential information can be redacted, deleted, or concealed from the portions of the records which are not confidential.
- C. Only records that already exist are considered public records. The Churchill County School District is not obligated to create records in response to a request for a copy of a public record.
- D. The Churchill County School District shall charge a fee for providing a copy of a public record for any cost over \$10. The fee shall not exceed the actual cost of providing the copy, unless:
  - 1. A law or regulation sets forth a specific fee that must be charged;
  - 2. The copying requires an extraordinary use of personnel or technological resources; or
  - 3. A collective bargaining or other applicable agreement provides for a specific fee.
- E. No fee shall be charged for providing a copy of a public record if a specific law or regulation requires the copy to be provided without charge.
- F. A person may request a copy of a public record in any medium in which the public record is readily available. A request for a copy of a public record in a particular medium, if that medium is readily available, shall not be refused simply because a copy in a different medium has already been made or is preferred by the person making the copy.

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- G. If a request for a copy of a public record would require an extraordinary use of Churchill County School District personnel and/or technological resources, an additional fee shall be charged for such extraordinary use. Before processing such a request, the person requesting the copy must be informed of and prepay the amount of the additional fee.
- H. A request for a copy of a public record in conjunction with litigation or related to a pending legal matter shall be deemed to involve extraordinary use of Churchill County School District personnel and/or technological resources and subject to an additional fee.
- I. A list of fees that the Churchill County School District charges for copies of public records shall be maintained at the District office.
- J. A legible sign or notice shall be posted in a conspicuous place at the District office that lists the fees that the Churchill County School District charges for copies of public records.

ADOPTED: 04/23/15

REVIEWED:

REVISED:

REVIEW RESPONSIBILITY: Board of Trustees / Superintendent