

The board of trustees recognizes that all of the business and administrative records of the district that are not expressly deemed confidential by state or federal law are public records. Included within those records are hard copy paper records and those records made and/or retained in electronic or other media format. The district administration shall determine appropriate procedures to be utilized for the storage and retrieval of all district records, including those that are in electronic or other format, to safeguard the records and facilitate compliance with the rights of the public to access public records and to comply with other legal requests for access to such materials.



LEGAL REFERENCE:

Idaho Code Sections 9-301, *et seq.*

Cowles Publishing Co. v. Kootenai County Board of Commissioners, Idaho S. Ct. Op.
2007-74 (May 4, 2007)

Rule 26(f), Federal Rules of Civil Procedure

ADOPTED: 3/11/08

AMENDED: