

Palouse Prairie Charter School

NONINSTRUCTIONAL OPERATIONS

8600

Records Management

A fireproof vault will be provided for the retention of public records, including but not limited to minutes, annual audit reports, etc. and for employment and student records.

The Director or designee shall be the custodian of records.

Personnel files and student files are confidential and are to be disclosed only as provided in policy and/or by law. A record of persons examining/copying personnel files or student files, other than administrative staff, shall be kept for each employment file and student file.

All public records will be provided to the public in accordance with the laws of the State of Idaho and Charter School policy.

Legal Reference: Title 9, Chapter 3 Public Writings

Policy History:

Adopted on:

Revised on: 12/12/16