

## Gallatin Gateway School District

### THE BOARD OF TRUSTEES

1401

#### Records Available to Public

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

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

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

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

Fees will be charged as follows:

- a) Copy of materials - 25¢ per page
- b) Time spent researching a copy project will be charged at the employee's hourly rate of pay.

Legal Reference:	§ 2-6-110, MCA	Electronic Information and non-print records
	§ 20-9-213, MCA	Duties of trustees
	§ 20-3-323, MCA	District policy and record of acts

Policy History:

Adopted on: August 14, 2000

Revised on: June 7, 2010