

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



PUBLIC RECORDS

In order to foster and maintain public awareness of its business, the Winner School District will provide public access to its documents and records to the greatest extent permissible under the law. Any member of the public is entitled to examine the public records of the District, and make notes or memoranda from them, and to obtain copies of them during normal business hours.

The Superintendent, Business Manager, or his/her/their designee shall, during normal business hours, make available to the public for inspection and copying according to applicable South Dakota law, all public records of the District.

Under this Policy, the District maintains its records under an initial presumption that such records are "public records" that are available for examination or copying. However, some of the records maintained by the District are not "public records" and are therefore not available for examination or copying. Records and documents maintained by the District that are NOT available for public disclosure are those which SDCL Chapter 1-27 designates as being not subject to public disclosure, including but not limited to any of the following:

- Personnel records of individual employees, other than salaries and routine directory information;
- Education records of individual students, other than routine directory information that is available under applicable law;
- Medical or counseling records of individual students or employees;
- Social security numbers; credit card, charge card, or debit card numbers and expiration dates; passport numbers, driver license numbers; or other personally identifying numbers or codes; and financial account numbers supplied to the District by students, patrons or otherwise, or held by the District regarding employees or contractors;
- Internal information about any security or protective system that is in use in any District building or facility, security assessments, confidential emergency response plans, or similar information the public disclosure of which would create a substantial risk of endangering persons or property;
- Any emergency or disaster response plans or protocols, safety or security audits or reviews, or lists of emergency or disaster response personnel or material;
- Any location or listing of property of the National Guard or its members that may be located or maintained at the National Guard Armory;
- Any test questions, scoring keys, results, or other examination data utilized in educational testing at the district;

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- Computer or communications network schema, passwords, and user identification names; security observation schedules; lock combinations; or any blueprints, building plans, or infrastructure records regarding any building or facility in the District that expose or create vulnerability through disclosure of the location, configuration, or security of critical systems;
- Confidential attorney/client privileged documents;
- Correspondence, memoranda, calendars or logs of appointments, working papers, and records of telephone calls of District officials or employees;
- Employment applications and related materials, except that applications and related materials submitted by individuals hired into administrative or policymaking positions of the District shall be public records;
- Records which, if disclosed, would constitute an unreasonable release of personal information or could endanger the life or safety of any person;
- Any document declared closed or confidential by court order, contract, or stipulation of the parties to any civil action or proceeding in which the District is a party;
- Internal District records or information received by the District that are not required to be filed with the District, if the records do not constitute final statistical or factual tabulations, final instructions to staff that affect the public, or final District policy or determinations, or any completed audit and if the information is not otherwise public under other applicable state or federal law;
- Any records identified or designated as confidential by official Board policy;
- Records which, if disclosed, would impair present or pending contract awards or collective bargaining negotiations; and
- Any other record made closed or confidential by state or federal statute or rule or as necessary to participate in federal programs and benefits.

Informal requests for disclosure of public records should be made to the Superintendent or Business Manager. If the document(s) requested are not available for public disclosure, the requester will be so advised. Persons who disagree with the determination of the Superintendent or Business Manager may follow the procedures set forth in SDCL Chapter 1-27 to pursue the request for disclosure.

The District is entitled to reimbursement of costs incurred in the retrieval and/or reproduction of records, and to require prepayment of certain anticipated costs, all as provided by SDCL Chapter 1-27.