

**Policy BDDL: RELEASE OF INFORMATION****Status:** ADOPTED**Original Adopted Date:** 01/23/2020 | **Last Revised Date:** 09/01/2022 | **Last Reviewed Date:**  
09/01/2022

February 16, 2023

The district believes that local control of public education is best served when district patrons and other members of the public have access to

district records. The district will make its public records available for inspection and copying upon a request made to the custodian of records unless those records are authorized to be closed in accordance with law.

### **Custodian of Records**

The board appoints the following person as custodian of records:

Superintendent  
Dent-Phelps R-III School District  
27870 Hwy C, Salem, Mo 66560  
Phone/Fax: (573)-729-4680/(573)729-8644

In addition, the district will train at least one additional employee to serve as custodian of records in the absence of the official custodian.

The custodian of records is responsible for overseeing the retention and storage of the district's records and responding to requests for district records as required by law. District staff will direct requests for records to the custodian of records, whose identity will be made available on request and will be advertised as the superintendent or designee determines is appropriate.

### **External Electronic Messages**

If a board member or a member of a district committee subject to the Missouri Sunshine Law transmits any message to enough members that, when counting the sender, a majority of the board or committee members receive the message, the message shall also be concurrently transmitted to the custodian of records or the member's district office computer, if applicable, in the same format. The message shall be considered an open record unless it is a closed record in accordance with law.

### **Board Member Access**

An individual school board member does not have greater access to district records than any other member of the public unless the board has authorized or the district has provided access to the board member in relation to their board service. The board may vote to direct the administration to release records to the board as a whole or to an individual board member.

Version: [BDDL-C.1D]

Dent-Phelps R-III School District, Salem, Missouri

## Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<b>State</b>	<b>Description</b>
§§ 610.023, .025, .028-.029	<a href="#">State Statute</a>
MO COURT	<a href="#">Starr v. Jackson Cty Prosecuting Atty., 635 S.W. 3d 185 (Mo. App. W.D. 2021)</a>
MO COURT	<a href="#">Gross v. Parson S.W.2d (Mo. banc 2021)</a>
<b>Federal</b>	<b>Description</b>
34 C.F.R. 99.11	<a href="#">Family Educational Rights and Privacy</a>

**Cross References**

<b>Code</b>	<b>Description</b>
CH	<a href="#">POLICY IMPLEMENTATION AND DISSEMINATION</a>
EHBC	<a href="#">DATA GOVERNANCE AND SECURITY</a>
EHBC-AP(1)	<a href="#">DATA GOVERNANCE AND SECURITY - (Incident and Data Breach Response Plan)</a>
EHBC-AP(2)	<a href="#">DATA GOVERNANCE AND SECURITY - (Data Management)</a>
EHBC-AP(3)	<a href="#">DATA GOVERNANCE AND SECURITY - (Account Management)</a>
EHBC-AP(4)	<a href="#">DATA GOVERNANCE AND SECURITY - (Security Controls)</a>
EHBC-AS(1)	<a href="#">DATA GOVERNANCE AND SECURITY - (Confidentiality and Security Agreement for Employees and Volunteers)</a>
GBLB	<a href="#">REFERENCES</a>
GBLB-AS(1)	<a href="#">REFERENCES - (Authorization to Provide Employment Information)</a>
GBLB-AS(2)	<a href="#">REFERENCES - (Notice of Disclosure of Allegations of Sexual Misconduct with a Student)</a>
KB	<a href="#">PUBLIC INFORMATION PROGRAM</a>
KB-1-AP(1)	<a href="#">PUBLIC INFORMATION PROGRAM - (K-12 Districts)</a>
KB-2-AP(1)	<a href="#">PUBLIC INFORMATION PROGRAM - (K-8 Districts)</a>
KKB	<a href="#">AUDIO AND VISUAL RECORDING</a>