

ACCESS TO PUBLIC RECORDS

NOTICE TO EMPLOYEES

The School District of Colby has designated the District Administrator as the legal custodian of public records and property of any school district authority. The legal custodian is vested by the School District with the full legal power to render decisions and carry out the duties of the School District of Colby under the public records and property law. Requests for access to records shall be referred to the legal custodian. The legal custodian will determine whether a record of the School District of Colby must be made available for inspection and/or copying by a requestor, or whether the request may be denied.

The following positions constitute a local public office within the School District of Colby:

- District Administrator
- Middle-High School Principal
- Middle-High School Associate Principal
- Elementary School Principal
- Director of Special Education Services
- Director of Pupil Services
- Comptroller
- Administrative Assistant
- Building and Grounds Director
- Food Service Director