

Policy

Policy # 2.01.07

Effective Date 01/28/98

<p><i>(Impact Area - Dept Name)</i></p> <p>Administration</p>	<p><i>(General Subject Area)</i></p> <p>Board of Trustees</p>	<p><i>(Specific Subject Area)</i></p> <p>Inspection of Records</p>
<p>Relates to Procedure #</p> <p>2.01.07</p>	<p>Author: Steve Schenk</p> <p>Supersedes Policy # 2.01.07 (dated 6/23/93)</p>	
<p>Legal Citation <i>(if any)</i>:</p>		
<p><i>North Idaho College</i></p>		

Policy Narrative

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Most North Idaho College financial and other records are open to inspection to any student or citizen pursuant to the State of Idaho public records laws. These laws include the right to charge reasonable fees for copies, provide reasonable regulations to insure the safety of the records, avoid unreasonable disruption of the work in the offices where records are kept and assure efficient and timely release of requested information to the public. Note that gross annual salaries are considered a public record.

Except in the case of legal compulsion or as provided by the public records laws, the following NIC records are not open to public inspection without the prior written consent of the person or persons to whom such records pertain: (1) the personnel records of employees, (2) the transcripts or grades of students, except as provided in the Inspection of Student Records section of Policy 5.05, (3) the medical records of persons as maintained by the vice president for student services, (4) individual records as maintained by a counseling center, or (5) other similar records as provided by the public records laws of the State of Idaho.