

Shelby-Rising City Schools



650 N. Walnut / PO Box 218
Shelby, NE 68662

PH 402-527-5946
FX 402-527-5133

How Public Records Can Be Requested and Obtained:

Copies of public records can be obtained by making a request to the Superintendent of Schools.

Requests for records may be made in writing (electronic mail, US mail, Fax or in person). All requests will be processed by the appropriate staff members at a time which does not interfere with their normal work duty and will be completed during normal business hours (Monday-Friday 7:30am-4pm). All requests will be completed in a reasonable time fashion.

Public Records Fees and Charges:

The Public Records Act allows the School District to collect the actual cost of duplication for materials and supplies used to duplicate records. Additionally, the district may collect a service charge for any request that requires more than 15 minutes of use of district resources to produce. The cost of the appropriate staff member's time will be computed to the nearest ¼ of an hour and the charge will be based upon the current hourly rate of pay plus benefits.

Actual Cost Fees:

- Paper copies - \$.15 per page
- CD/DVD -\$1.00 * School District will not accept any external compact disk or DVD*
- Shipping – US postage rate or any other necessary shipping costs required to deliver records

Payment Processing:

All payments or deposits must be collected prior to the release of records. Payments should be delivered to the Superintendent or Business Manager and will be accepted by check, money order (made payable to Shelby-Rising City Schools) or cash (exact amount).

If actual duplication costs and any additional service charges exceed \$100, the requestor will be provided with an estimate and will be required to remit a minimum of 50% of the total invoice prior to any record inspection or production. The Shelby-Rising City School District may withhold releasing any public records produced until the total invoice is paid in full.

Public Records Exemptions:

The Shelby-Rising City School District is responsible for protecting any confidential information or as otherwise exempt according to State Statute. All confidential information will be redacted (concealed or removed) from records prior to inspection or distribution of copies of the nonexempt portions.