

## **Policy Title: Inspection of Records**

**Impact:** Employees, Staff, Faculty, Students

**Responsibility:** Communications and Government Relations

**Effective Date:** 06/23/1993

**Last Update:** 11/18/2015

**Relates to Procedure:** 2.01.07

**Legal Citation(s):** Idaho statutes Title 74 Chapter 1

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### **Policy Narrative**

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, per Idaho Statutes Title 74, Chapter 1. These laws include the right to charge reasonable fees for copies, provide reasonable regulations to ensure 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:

- A. The personnel records of employees.
- B. The transcripts or grades or other education records of students in accordance with the Family Educational Rights and Privacy Act (FERPA).
- C. The medical records of persons as maintained by the Office of Student Services in accordance with current Health Information Portability and Accountability Act (HIPPA) procedures.
- D. Individual records as maintained by a counseling center.
- E. Other similar records as provided by the privacy protection and public records laws of United States and the state of Idaho.