



# POLICY

Category	Approval		
Series 1100: School-Community Relations	Effective	Administration	Board
	2/22/10	12/4/09	2/22/10
	Revised		For Review
	5/9/22		2026

## **PUBLIC’S RIGHT TO KNOW**

**MTC 1112**

Mitchell Technical College is a public institution, and thus supports the right of the people to know about its programs and services and will make every effort to disseminate information. All requests for information will be acted on fairly, completely, and expeditiously.

The Mitchell School Board is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters permissible under the law.

The official minutes of the Mitchell School Board, its written policies and regulations, and its financial records will be open for inspection at the office of the superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released by the superintendent or other persons responsible for the custody of confidential files for inspection by the public or unauthorized persons. The exception to this will be information about an individual employee or student that has been authorized in writing for release by the employee or student, or student’s parent.

South Dakota Board of Technical Education meetings are open to the public and are subject to provisions of SDCL 1-25 regarding official meetings of state boards, commissions, and departments.

LEGAL REFS.:       SDCL 13-8-43  
                           SDCL 13-39A – 7  
                           SDCL 1-25

5/9/22 – Made clear that "board" refers to Mitchell School Board. Added information on South Dakota Board of Technical Education meetings.

APPLICATION FOR ACCESS TO PUBLIC RECORDS

MTC 1112

TO: Superintendent of Schools

\_\_\_\_\_  
Name of Agency

\_\_\_\_\_  
Address

I hereby apply to **inspect / copy** the following record:  
(circle one)

\_\_\_\_\_

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NOTE: The charge for copying records shall be 10 cents per page.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Mailing Address

APPLICATION FOR ACCESS TO PUBLIC RECORDS

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Record of which the district is Legal Custodian cannot be found. \_\_\_\_\_

Record is not maintained by this district. \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

NOTICE: You have a right to appeal a denial of this application to the Board of Education.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Business address and telephone number

I hereby appeal:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date