

**Idaho State Board of Education**  
**GOVERNING POLICIES AND PROCEDURES**  
**SECTION: VI. OFFICE OF THE STATE BOARD OF EDUCATION**  
**Subsection: B. Public Records**

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**December 2008**

1. Custodian of Records

The chief communications and legislative affairs Officer of the Office of the State Board of Education is designated custodian of records for the purposes of the Open Records Law, Title, 74, Chapter 1, Idaho Code. In the event the public affairs officer is absent from the office for more than three (3) regular working days, the Executive Director may designate a temporary custodian of records.

2. General Subject Matter of Records

The Office of the State Board of Education receives and maintains various documents and information from the agencies and institutions under the jurisdiction of the Board, including, but not limited to, budget, audit, and other fiscal information, enrollment data, proposals for academic and vocational programs, agendas for Board meetings, and financial aid reports. The office receives student applications for certain scholarships and exchange programs. The office also maintains records pertaining to its staff employees.

3. Location of Records

The records mentioned above are located in the files and computers of the Office of the State Board of Education, Third Floor, Len B. Jordan Building, 650 West State Street, Boise, Idaho.

4. Public Record Requests

Information on how to submit public record requests is posted at: <https://boardofed.idaho.gov/resources/request-for-public-information-form/>.