

ACCESS TO PUBLIC RECORDS

Public records and documents of the District shall be subject to release, inspection and reproduction as required by law. All requests for the release, inspection and/or reproduction of the public records of the District shall be directed or referred to the District's official legal custodian.

The legal custodian of the public records of the District shall be the Superintendent. He/she shall execute all duties and responsibilities of the District pursuant to Wisconsin's public records and property law. He/she shall be responsible for the timely response to any request for access to and release of the public records of the District, the conditions under which records may be inspected, and the collection of costs for the location or reproduction of such records.

The Board shall adopt a fee schedule to cover the actual, necessary and direct cost incurred in locating a document or in providing any person with a reproduction of any of the records of the District. The schedule shall be reviewed annually by the Board and adjusted as the need arises.

District records shall be retained and preserved by the official legal custodian as required by all applicable laws and no record shall be destroyed without the prior written approval of the custodian. No record of the District shall be destroyed after the receipt of a request for such record until after the request is granted, until any dispute concerning the request has been completely and finally resolved or as otherwise provided by law.

All District employees shall be informed in writing that the Superintendent has been designated the official legal custodian of the public records of the District. The employees shall further be informed of the duties of the official legal custodian and shall also be made aware of the other requirements and provisions of this policy.

The Board shall adopt a notice as the official District procedure in responding to requests for the release, inspection or reproduction of the records and property of the District. The notice is intended to provide all necessary information that might be required by a member of the public in order to obtain access to the records and property of the District. Any questions in regard to the notice shall be directed to the official legal custodian of the records of the District. The notice may be modified from time to time by Board action, but absent such modification, the decisions of the official legal custodian of the records of the District shall be in conformity with its provisions.

Copies of the notice shall be prominently displayed in appropriate locations throughout the District and a copy shall be made available to any member of the public upon a request for inspection or reproduction.

Legal Reference: Section 19.356(2) Wisconsin Statutes
19.356(9)
120.13(28)

Cross Reference: 822-Exhibit, Public Records Notice

Approved: August 22, 1990

Revised: August 14, 2001
February 10, 2003