

PUBLIC RECORDS NOTICE

This notice shall be placed in prominent and conspicuous locations throughout the District so that it can be viewed and inspected by any member of the public. In addition, individual copies of this notice shall be made available to any person who requests such a copy from the official legal custodian of the records of this District.

The Board of Education of the Joint Common School District No. 3, Village of Hartland, Towns of Merton and Delafield, a common school district organized and existing pursuant to Wisconsin Statutes, gives notice as follows to assist the public in obtaining access to the records of the District under the Wisconsin public records law:

1. The Board has designated the Superintendent of Schools as the official legal custodian of the records and property of the District. The name of the individual presently holding this position can be obtained by contacting the general office of the District, which is located at the following address:

800 North Shore Drive
Hartland, Wisconsin 53029-2713
(262) 369-6700

2. Any public record of the District will be made available for inspection at the office of the official legal custodian during normal, regular business hours upon proper request. The normal, regular business hours of the offices of the District are from 8:30 a.m. to 4:00 p.m., Monday through Friday, holidays and school vacation periods excluded. No original public records of the District shall be removed from the possession of the official legal custodian. The official legal custodian shall be responsible for designating where, when and how the public records of the District may be inspected and copied. However, the decision of the official custodian of the records shall be governed by this notice.
3. The procedures for release, inspection and/or reproduction of public records are as follows:
 - a. After the receipt of any request for access to a public record of the District, the official legal custodian will attempt to make such record available as soon thereafter as practical. In any event, every request should be responded to within five working days except that, where a record subject or employee is entitled to notice of the request pursuant to Wis. Stat./ sec. 19.356(2) and/or 19.356(9), records shall not be made available until the later of:
 - i. The time permitted by law for the record subject or employee to

commence an action seeking a court order to restrain the District from providing access to the requested record has lapsed which, pursuant to Wis. Stat. Sec. 19.356(6) shall be no less than 12 days after sending the required notice of the request to the record subject; or

- ii. A court order has been issued permitting the release of record.
 - b. If a request is denied, it will be denied in writing not later than five working days after the request has been made. If a public record cannot be made available within five working days, the official legal custodian will inform the requester when the record can be made available. If a request is made orally, the denial may be made orally unless a demand for a written statement of the reasons denying the request is made by the requester within five business days of the oral denial.
 - c. If any records of the District are requested which are necessary for the day-to-day operation of the District, then the official legal custodian may arrange for the records to be inspected after normal working hours.
 - d. If the official legal custodian determines that portions of any record requested contain information that should not be released, the custodian will edit such record to remove the material not to be released and thereafter release the balance of the document.
 - e. Any requests for computer records of the District will be referred by the official legal custodian to the individual in charge of the equipment involved to determine the cost of any computer search, printing charge, and the possible time available on the machine. Since computer time can be expensive, computer information will not be provided until the person requesting the information is informed of the estimated cost.
 - f. In responding to a record request, the official legal custodian shall include any material augmenting a requested record that may be supplied to the custodian supplied by an officer or employee of the District to the extent required by Wis. Stat. Sec. 19.356(9)(b).
4. It is the general policy of the District that it will respond to oral requests for records of the District, but prefers that all requests for any records be submitted in writing to the official legal custodian. It is not necessary that any person requesting access to the records of the District identify himself or herself in order to obtain a record, nor need any person requesting access to the records of the District state any reason for his or her request.
5. Any request for a record must reasonably describe the record or information sought. If the official legal custodian cannot reasonably determine what record or information is being requested, the request shall be denied in writing and the reason

for the denial shall be stated in the written denial. If a request is made orally, the denial may be made orally unless a demand for a written statement of the reasons denying the request is made by the requester within five business days of the oral denial.

6. Any person has the right to inspect the records of the District, and the right to receive a reproduction of such records. In the event that a person files a written request for reproduction of any of the records of the District, that person shall be informed of the cost of locating and reproducing such records. Fees charged by the District relative to the cost of producing any of the records of the District are as follows:

FEE SCHEDULE

Cost of Locating Documents

Most of the District's records are readily available, or can be located in a relatively short period of time. There will be no fee imposed upon any person who requests a record if the costs of locating that record do not exceed \$50.00.

Some of the records of the District are in off-site storage, archived, not on-line in the District's computer or otherwise not immediately available. In those cases where a record is not readily available for whatever reason and where it appears that the cost of locating a record will exceed \$50.00, the official legal custodian will seek the prior written approval of the requester before proceeding. In addition, the custodian will endeavor, but will not be required to provide an estimate of the total anticipated cost for locating the record.

The District will determine the cost of locating a record by using the hourly rate of \$10.00/hour for employees involved in attempting to locate the record if more than a reasonable amount of time is needed.

Reproduction Expenses

- A. The District will determine the cost for clerical time in photocopying by using the hourly rate of \$10.00 if more than a reasonable amount of time is needed.
- B. Cost of copying and reproduction of records is established by the District at \$.15/page.

- C. The actual cost to the District of the tapes or other medium used for reproduction shall also be paid by the person making the request.

Disputes

The official legal custodian of the records of the District shall report any disputes which arise under this fee schedule to the Board and shall recommend to the Board such modifications and revisions as he/she deems necessary.

Payment of Fees

- A. The official legal custodian of the records of the District may require the payment of costs provided herein in advance, if the amount exceeds \$5.00.
- B. The official legal custodian of the records of the District may, in his/her sole discretion, elect to waive the imposition of the costs provided for herein.
- C. Any cost or fee incurred by the official legal custodian of the records of the District shall be directly reimbursed by the District to the custodian and shall not be treated as the personal liability of the custodian.

Approved: August 22, 1990
Revised: August 14, 2001
February 10, 2004