

1. Designation of Public Records

The Board of Education hereby recognizes and designates all of its records which are subject to and are included in the definition at s.19.32(2), Wis. Stats., as public records and documents subject to inspection and reproduction as required by law.

2. Designation of the Legal Custodial of the Records of the District

The Board of Education hereby designates the position of Superintendent as the official custodian of the public records of the District. It shall be the responsibility of the Superintendent to execute all duties and responsibilities of the District pursuant to Wisconsin's Public Records and Property Law[s.19.33(4), Wis. Stats.].

As the custodian of the records of the District, the Superintendent shall be responsible to the Board of Education for a timely response to any request for access to the public records of the District. The custodian shall be responsible for the release of the public records of the District, the conditions under which records may be inspected, and the collection of costs for the location, reproduction, and/or mailing or shipping of such records, as well as for the preparation of written statements denying access in whole or in part.

It is directed that all employees of the District be informed in writing that the above-described designee has been designated the custodian of the public records of the District. Employees shall further be informed of the duties of the custodian and shall also be made aware of the other requirements and provisions of this policy.

3. Powers of the Custodian of the Records of the District

All requests for the release, inspection and/or reproduction of the public records of the District shall be directed or referred to the responsible custodian.

The custodian is hereby vested with full legal power to make all necessary decisions relative to the withholding of or release, inspection and reproduction of public records and is further granted all authority necessary to carry out all duties and responsibilities required by either the Wisconsin Public Records Law [s.19.31-19.39, Wis. Stats.] or this policy.

4. Procedure for the Release, Inspection and Reproduction of Records of the District

Pursuant to s.19.34(1), Wis. Stats., the District hereby adopts a Notice as the official means of advising the public of the procedure of the District in responding to requests for release, inspection or reproduction of the records of the District.

The Notice is intended to provide all necessary information which might be required by a member of the public in order to obtain access to the records of the District. Any questions in regard to the Notice shall be directed to the custodian of the records of the District.

The Notice may be modified from time to time by Board of Education action, but absent such modification, the decisions of the custodian of the records of the District shall be in conformity with its provisions.

Copies of the Notice adopted by the Board of Education shall be prominently displayed in appropriate locations in offices of the District and a copy of the Notice shall be made available to any member of the public upon a request for inspection or reproduction.

5. Adoption of Fee Schedule Regarding the Costs for the Location and/or Reproduction of the Records of the District

The Board of Education hereby adopts a fee schedule in accord with s.19.35(3), Wis. Stats., to cover the actual costs relating to the location, reproduction and mailing or shipping of any of the records of the District. It is intended that this fee schedule shall cover the payment of the actual, necessary and direct costs incurred in locating a document, in providing any person with a reproduction of any of the records of the District and in sending the same to the requestor. This schedule shall be reviewed periodically by the Board of Education and adjusted by motion or resolution as the need arises. Exceptions to the fee schedule may be considered by the custodian.

6. Record Preservation

The records of the District shall be retained and preserved by the custodian as required by all applicable laws and District Policies and no records shall be destroyed without prior written approval of the custodian.

District records shall be maintained by the custodian in such a manner as to preserve them and to prevent their deterioration. Original records shall not be taken from their places of custody. If a requestor desires to review records at a location other than their place of custody, he/she shall be given the opportunity to have reproductions made.

7. Indemnification of the Custodian of the Records of the District

Any costs or fees incurred by the 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.

8. Separation of Information

If a record contains information which may not be made public, the custodian shall separate from it such information as may be made public and make the latter available for inspection and reproduction. There shall be no fee charged for separation costs.

9. Limitations on Access

The custodian shall be guided by s.19.36, Wis. Stats., and Wisconsin common law in deciding whether or not to withhold certain records from public inspection.

*Approved 10/16/00*